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'Helping people design and construct safe and sustainable buildings'

BUILDING REGULATIONS APPLICATION

The Building Act 1984 & The Building Regulations 2010 (as amended)

Application Notes

You may choose to submit either the 'Full Plans' or 'Building Notice' option for new building work however the 'Building Notice' option **cannot** be used where:

- a.) the building is a 'designated use' under the Fire Safety Regulatory Reform Order which includes offices, shops, factories and hotels and/or is a workplace subject to Fire Precautions (Workplace) Regulations 1997 to enable consultation with the fire authority.
- b.) the building work is over or near a public sewer.
- c.) the proposed building fronts onto a private street.

Both application types incur the same charge.

Full Plans Applications

One copy of this form should be completed and submitted with the appropriate fee and one copy of detailed plans and other information showing all construction details, preferably well in advance of when work is due to start on site.

Your application will be assessed and any relevant authorities will be informed (i.e. fire service, welsh water...).

If your plans comply with the Building Regulations then you will receive an approval (or conditional approval if you agree). If your plans do not satisfactorily comply with the Building Regulations then you may be asked to make amendments or provide more details. If your plans are rejected, the reasons will be stated in the notice.

A full plans approval notice is valid for 3 years from the date of deposit of the plans.

Building Notice Applications

One copy of this application form should be completed and submitted with the appropriate fee and a site plan. Additional information may be requested, i.e. structural calculations.

This process does not involve the passing or rejecting of plans. It therefore avoids the preparation of detailed 'full plans' and is designed to enable some types of building work to get under way quickly; although it is perhaps best suited to small work. It is however advised that you submit any drawings/information you have relevant to your application.

Data Protection - Your personal information will be processed in accordance with our Privacy Notice of which a summary is attached.

Has work commenced? Yes ☐ No ☐ If so, please provide commencement date ____/____/____

Has a Building Control Surveyor visited the site regarding this application? Yes ☐ No ☐

i. Officer's name _____ ii. Visit date _____

1. Application Type (tick as appropriate)

Full Plans Regulation 12 (2) (b)

☐

Building Notice Regulation 12 (2) (a)

☐

2. Location of building work

Address: _____

Postcode: _____

3. Applicant details

Name/s: _____

Address: _____

Postcode: _____

Tel No: _____

Mobile: _____

E-mail: _____

Applicants preferred method of contact:

Tel ☐ Mobile ☐ E-mail ☐ Text ☐

Applicants preferred method of receiving documents/notices:

Letter ☐ E-mail ☐

4. Agents details (if applicable)

Name/s: _____

Address: _____

Postcode: _____

Tel. No: _____

Mobile: _____

E-mail: _____

Agents preferred method of contact:

Tel ☐ Mobile ☐ E-mail ☐ Text ☐

Agents preferred method of receiving documents/notices:

Letter ☐ E-mail ☐

If agent appointed, do you want us to send correspondence to applicant also? Yes ☐ No ☐

5. Description of work (Include all elements of Building Work)

6. No. of storeys (including basements): Existing _____ Proposed _____

7. Use of the building (i.e. domestic, commercial, industrial, assembly (please specify))

Existing: _____ Proposed: _____

If non-domestic, please clarify whether the building (or part of) will be put to a use which is designated under Fire Safety Regulatory Reform Order 2005: Yes ☐ No ☐

If yes please submit an additional set of drawings

8. Drainage provision

Existing: Foul water: _____ Surface water: _____ Means of water supply: _____

Proposed: Foul water: _____ Surface water: _____ Means of water supply: _____

i.e. Mains, Septic Tank

i.e. Mains, Soakaway

i.e. Mains, Spring, Boreholes, Well

Are you aware of any public sewers within your boundaries? Yes ☐ No ☐

9. Determination period (FULL PLANS SUBMISSION ONLY)

The statutory time period for dealing with **full plans** applications is 5 weeks. We aim to process your application as soon as possible however in some cases we may require additional information from you. To allow you time to obtain this information, we suggest that you agree to the determination period being 2 months. (***Building Act Section 16***)

Do you agree to the determination period being extended to 2 months? Yes ☐ No ☐

10. Charges (See Monmouthshire Building Control charges notes)

Please note: If your application is for **multiple work** then you may be required to **pay more than one charge**.

Type of work		Fee Enclosed
One New Dwelling (see table A) ☐	If more than one dwelling or over 300m ² , please contact the Building Control team.	£ _____
Extension(s) (see table B) ☐	0 – 10 m ² ☐ 10 – 60 m ² ☐ 60 – 80 m ² ☐ If over 80m ² , please provide an estimated cost of the work, this will then fall into the “Alteration work” category below.	£ _____
New Domestic Garage(s) (see table B) ☐	If over 60m ² , please provide an estimated cost of work, this will then fall into the “alteration work” category below.	£ _____
Loft conversion (see table B) ☐	If over 60m ² , provide an estimated cost of the work, this will then fall into the “alteration work” category.	£ _____
Other work (see table B) ☐	Replacement windows ☐ Electrical installation ☐ Alteration to single thermal element ☐ Alteration of multiple thermal element ☐ Solar Panels/PV panels ☐ Solid Fuel Appliance (e.g. log burner) ☐	£ _____ £ _____ £ _____ £ _____ £ _____ £ _____
All Alteration Work (see table C) All work that doesn't fall in tables A & B ☐	Estimated cost of work £ _____ Description of work: _____ _____ _____	£ _____
All Non-Domestic work (see table C) ☐	Estimated cost of work £ _____ E.G. Industrial/commercial	£ _____
Total Enclosed:		£ _____

Are you exempt from paying fees under The Building (Local Authority Charges) Regulations 2010; Regulation 4? Yes ☐ No ☐

Have you included documentation to support this exemption? Yes ☐ No ☐

Do you require a receipt? Yes ☐ No ☐

If your fee has been agreed prior to making this application, please clarify the following:

- i. Officer's name: _____
- ii. Date Agreed: _____

11. Conditions (FULL PLANS SUBMISSION ONLY)

Do you consent to the plans being passed with conditions where necessary? Yes ☐ No ☐

12. Planning Permission *(It is strongly advised that work doesn't start until Planning Permission has been granted.)*

Please clarify the reference no. and approval date *(if applicable)*.

Ref: DC/_____ Approval Date: _____

Have you checked if Planning Permission is required for this development? Yes ☐ No ☐

i. Planning Officers Name _____

13. Completion certificate

Do you require a completion certificate upon completion of the work? Yes ☐ No ☐

If yes, where shall we send it?

Applicant ☐ Agent ☐ Other (please specify name/address) ☐

Please note there will be no extra charge for the initial certificate.

14. Statement

This notice is given in relation to the building work as described and is submitted in accordance with (a) Full Plans Regulation 12 (2) (a); (b) Building Notice Regulation 14 (3) (a).

Name: _____ Signed: _____ Date: _____

A site location plan (min scale 1:1250) is required to be submitted with this application

Part P (Electrical Safety) – Domestic applications

Please indicate which of the following methods you intend to use in order to demonstrate that all fixed electrical installations work associated with this application will be designed, installed, inspected and tested in accordance with BS 7671: 2001 (as amended).

- a. Competent person scheme ☐
- b. BS 7671 certificate ☐
- c. Building Control body ☐
- d. Don't know ☐
- e. No electrical work applies ☐

Type of Heating system(s) Existing _____ Proposed _____

For Official use only

15. Please check boxes

- 1.) Have you ticked whether you require a Full Plans **or** Building Notice? ☐
- 2.) Have you used the most recent fee guide (Monmouthshire Building Control charges applicable from 1st April 2018) ? ☐
- 3.) Have you included **ALL** elements of building works? (see Monmouthshire Building Control Charges:
Examples, combination of work types (Domestic Properties)) ☐
- 4.) Have you included the VAT element with your fee? ☐
- 5.) Have you included your Cheque (payable to Monmouthshire County Council or MCC)? ☐
- 6.) If your work falls within Table C (Estimated cost of works), have you applied a realistic **commercial** value
to the work? (If not, a builders estimate may be required) ☐
- 7.) Have you provided drawings and a site plan with your **Full Plans Application** ? ☐

OR

Have you provided sketch drawings (to establish the extent of the work to be carried out) and a site plan with
your **Building Notice Application** ? ☐

If necessary please add any relevant comments here :

If you require any assistance with your application, please contact the relevant Building Control Surveyor for
your area (refer to <http://www.monmouthshire.gov.uk/buildingcontrol/>) – building control area list.

Now please send your completed form, along with all the necessary information and cheque to:

Building Control Department, County Hall, The Rhadyr, Usk, Monmouthshire, NP15 1GA

Data Privacy Summary Notice

How we will use your information

Processing of your personal data by Monmouthshire County Council (MCC) is necessary to perform a public task. Without this information, the Building Control Department within MCC may not be able to fulfil your request for a building notice application or a full plans building regulation application

Your personal details will not be shared further, unless in relation to safeguarding or other legal obligations.

Your records will be safely stored and retained in line with our retention policy, unless we need to retain under another lawful basis.

You have a number of rights in relation to the information including the right of access to information we hold about you and the right to complain if you are unhappy with the way your information is being processed. For further information on how we process your information and your rights please click the following link:

<http://www.monmouthshire.gov.uk/app/uploads/2018/04/ENTPH001-Privacy-Notice.docx>

Should you need to make a complaint about the way your data has been processed, please contact dataprotection@monmouthshire.gov.uk or if you are not fully satisfied you may contact the Information Commissioner's Office online at www.ico.org.uk/concerns or via their helpline: 0303 123 1113