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Telephone. (01633) 644833

*'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.

**Legislation requires that Building Notice applications must be paid up front and in full, otherwise we are unable to validate your application.**

***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
<b>One New Dwelling</b> (see table A) <input type="checkbox"/>	If more than one dwelling or over 300m2, please contact the Building Control team.	£ _____
<b>Extension(s)</b> (see table B) <input type="checkbox"/>	0 – 10 m2 <input type="checkbox"/> 10 – 60 m2 <input type="checkbox"/> 60 – 80 m2 <input type="checkbox"/> If over 80m2, please provide an estimated cost of the work, this will then fall into the “Alteration work” category below.	£ _____
<b>New Domestic Garage(s)</b> (see table B) <input type="checkbox"/>	If over 60m2, please provide an estimated cost of work, this will then fall into the “alteration work” category below.	£ _____
<b>Loft conversion</b> (see table B) <input type="checkbox"/>	If over 60m2, provide an estimated cost of the work, this will then fall into the “alteration work” category.	£ _____
<b>Other work</b> (see table B) <input type="checkbox"/>	Replacement windows <input type="checkbox"/> Electrical installation <input type="checkbox"/> Alteration to single thermal element <input type="checkbox"/> Alteration of multiple thermal element <input type="checkbox"/> Solar Panels/PV panels <input type="checkbox"/> Solid Fuel Appliance (e.g. log burner) <input type="checkbox"/>	£ _____ £ _____ £ _____ £ _____ £ _____ £ _____
<b>All Alteration Work</b> (see table C) All work that doesn't fall in tables A & B <input type="checkbox"/>	Estimated cost of work £ _____ Description of work: _____ _____ _____	£ _____
<b>All Non-Domestic work</b> (see table C) <input type="checkbox"/>	Estimated cost of work £ _____ E.G. Industrial/commercial	£ _____
<b>Total Enclosed:</b>		£ _____

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: \_\_\_\_\_

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**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: \_\_\_\_\_ Approval Date: \_\_\_\_\_

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

i. Planning Officers Name \_\_\_\_\_

**13. Sustainable Drainage Systems Approving Body (SAB) Approval (applies to surface water only)**

Is a SuDS approval required? Yes ☐ No ☐

If yes, please clarify the reference no. and approval date (if known).

*(Work cannot start until SAB Approval has been granted)*

Ref: \_\_\_\_\_ Approval Date: \_\_\_\_\_

**14. 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 found on [www.monmouthshire.gov.uk/building-control](http://www.monmouthshire.gov.uk/building-control) ? ☐
- 3.) Have you included **ALL** elements of the building works? ☐  
(see Monmouthshire Building Control guidance notes: **Examples, combination of work types (Domestic Properties)**)
- 4.) Have you included the VAT element with your fee? ☐
- 5.) Your preferred method to pay:
  - a. by Cheque made payable to “MCC”, please enclose ☐
  - b. by credit or debit card – phone 01633 644833 /6/7 ☐
  - c. Online via our [webpage](#) ☐

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- 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 <https://www.monmouthshire.gov.uk/building-control/which-surveyor-deals-with-my-application/>

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

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

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# Data Privacy Summary Notice

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## 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](mailto: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](http://www.ico.org.uk/concerns) or via their helpline: 0303 123 1113