

# BUILDING REGULATIONS APPLICATION

THE BUILDING ACT 1984, THE BUILDING SAFETY ACT 2022 & THE BUILDING REGULATIONS 2010  
(AS AMENDED)

**‘Helping people design and construct safe and sustainable buildings’**

## 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:

- 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.
- the building work is over or near a public sewer.
- 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

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

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 DOMESTIC work.

It is however advised that you submit any drawings/information you have relevant to your application.

If the work has already been undertaken please refer to our Regularisation application form.

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

Telephone. (01633) 644833

Email. [buildingcontrol@monmouthshire.gov.uk](mailto:buildingcontrol@monmouthshire.gov.uk)

**1. Application Type**

Full Plans - Regulation 12 (2) (b)

Building Notice - Regulation (2) (a)

**2. Location of building work**

Address: -----

Postcode:-----

**3. Has work commenced?**

Yes  No

a. If yes, please provide commencement date:-----

**4. Has a Building Control Surveyor visited the site regarding this application?**

Yes  No

If yes,

a. Name of surveyor:-----

b. Visit date:-----

**5. Applicant details**

a. Name(s):-----

b. Address:-----

c. Postcode:-----

d. Home Tel number:-----

e. Mobile number:-----

f. Email Address:-----

g. Preferred method of contact:

Tel  Mobile  Email  Text

h. Preferred method of receiving documents/notices:

Letter  Email

**6. Agents details (if applicable)**

a. Name(s):-----

b. Address:-----

c. Postcode:-----

d. Landline no.:-----

e. Mobile no.:-----

f. Email Address:-----

g. Preferred method of contact:

Tel  Mobile  Email  Text

h. Preferred method of receiving documents/notices

Letter  Email

If agent appointed, do you want us to send correspondence to applicant also?

Yes  No

**7. Description of building work (include all elements of building work(s))**

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**8. No. of storeys** (including basements) (if applicable to building works)

- a. Existing: \_\_\_\_\_
- b. Proposed: \_\_\_\_\_

**9. Use of the building**

- a. Existing: Domestic  Commercial  Industrial  Assembly   
 Other, please specify \_\_\_\_\_
- b. Proposed: Domestic  Commercial  Industrial  Assembly   
 Other, please specify \_\_\_\_\_
- c. If non-domestic, please clarify whether the building (or part of) will be put to a use which is designated under the Fire Safety Regulatory Reform Order 2005:  
Yes  No

**10. Drainage provision** (if applicable to building works)

- a. Existing:
  - i. Foul water: Mains  Septic Tank  Sewage Treatment Plant  Cesspool   
Reed bed  Not sure  Other, please specify  \_\_\_\_\_
  - ii. Surface water: Mains  Soakaway  Sustainable Drainage Systems (SuDS)   
Not sure  Other, please specify  \_\_\_\_\_
  - iii. Means of water supply: Mains  Spring  Borehole(s)  Well  Not sure   
 Other, please specify \_\_\_\_\_
- b. Proposed
  - i. Foul water: Mains  Septic Tank  Sewage Treatment Plant  Cesspool   
Reed bed  Not sure  Other, please specify  \_\_\_\_\_
  - ii. Surface water: Mains  Soakaway  Sustainable Drainage Systems (SuDS)   
Not sure  Other, please specify  \_\_\_\_\_
  - iii. Means of water supply: Mains  Spring  Borehole(s)  Well  Not sure   
 Other, please specify \_\_\_\_\_
- c. Are you aware of any public sewers within your boundaries?  
Yes  No

**11. Determination Period** (FOR 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

**12. Conditions** (FOR FULL PLANS SUBMISSION ONLY)

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

### 13. Fees

(See Monmouthshire Building Control [guidance notes](#) and [fees including payment methods](#))

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

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

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

Officer's name: .....

Date Agreed: .....

Fee Amount Agreed: .....

Are you exempt from paying fees under The Building (Local Authority Charges) Regulations 2010; Regulation 4?

Yes  No  If yes, have you included documentation to support this exemption? Yes  No

Type of work	Description	Fee(s)
New Dwelling(s)	One new dwelling (less than 300m2)	£
	One new dwelling (more than 300m2), 2 or more new dwellings or flats	Please agree a fee with the Building Control surveyor
Extension(s)	0 - 10m2 internal floor area	£
	10 – 60m2 internal floor area	£
	60 – 80m2 internal floor area	£
	Over 80m2 internal floor area	Please provide an Estimated Cost in All Alteration Work below
New Domestic Garage (s)	0 – 60m2 floor area	£
	Over 60m2 floor area	Please provide an Estimated Cost in All Alteration Work below
Loft conversion	0 – 60m2 floor area	£
	Over 60m2 floor area	Please provide an Estimated Cost in All Alteration Work below
Other	Replacement windows	£
	Electrical installations	£
	Solar/PV Panels	£
	Solid Fuel Appliance (e.g. wood burner)	£
Alteration to a single thermal element	Adding insulation to either a floor or a wall or a roof, internally or externally	£
Alteration of multiple thermal elements	Adding insulation to 2 or more elements e.g. a floor <u>and</u> a wall or a wall <u>and</u> a roof, or a floor, wall <u>and</u> roof, internally or externally	£
All Alteration Work	Estimated Cost: .....	£
All Non-Domestic Work	Estimated Cost: .....	£
<b>Total Fee Due</b>		<b>£</b>

Please let us know your preferred payment method:

- Online at <https://www.monmouthshire.gov.uk/building-control/pay-online/?preview=true>
- By phone using credit/debit card – Call us on 01633 644833 /6/7
- By Cheque made payable to “Monmouthshire County Council”

Do you require a receipt? Yes  No

#### 14. Planning Permission

Have you checked if Planning Permission is required for this development?

Yes  No

(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 no.: .....

Approval date: .....

Planning Officers name: .....

#### 15. Sustainable Drainage Systems Approving Body (SAB) Approval (applies to surface water only)

SAB Approval is required when a house/extension or developments construction area is 100m<sup>2</sup> or over. [More info](#)

Is a SuDS approval required? Yes  No

(Work cannot start until SAB approval has been granted)

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

Ref no.: .....

Approval date: .....

#### 16. 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.

#### 17. Part P (Electrical Safety) – Domestic applications (if applicable to building works)

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

No electrical work applies

Competent Person Scheme (e.g. NICEIC, NAPIT, ELESCA registered person(s) etc.)

Building Control Body

BS 7671 certificate

Don't know

**18. Type of Heating system(s)** (if applicable to building works)

- a. Existing: Oil  Gas  Electric  Solid Fuel  Air source heat pump   
Ground source heat pump  Don't know   
Other, please specify  -----

- b. Proposed: Oil  Gas  Electric  Solid Fuel  Air source heat pump   
Ground source heat pump  Don't know   
Other, please specify  -----

**19. 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: -----

**20. Checklist**

- Have you included **ALL** elements of the building works?  
(See Monmouthshire Building Control [guidance notes](#) for examples of domestic combination of work types)
- Have you applied a **realistic commercial value** to works requiring an estimated cost of the works in the fees table? (if applicable) (If not, a builder's estimate may be required)
- 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 location plan (min scale 1:1250 is required to be submitted with this application) with your **Building Notice Application?**

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>

If necessary, please add any relevant comments here:

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

By Email to: [buildingcontrol@monmouthshire.gov.uk](mailto:buildingcontrol@monmouthshire.gov.uk)

By Post to: Building Control, County Hall, The Rhadyr, Usk, Monmouthshire, NP15 1GA

And Pay your fee [here](#).

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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