

# Building Regulations Application



THE BUILDING ACT 1984 (as amended)  
THE BUILDING REGULATIONS 2010 (as amended)

## APPLICATION FOR BUILDING CONTROL APPROVAL WITH FULL PLANS

- One copy of this form should be completed and returned to:  
**Email:** [building.control@fdean.gov.uk](mailto:building.control@fdean.gov.uk)  
**Post:** Building Control, Council Offices, High Street, Coleford, GL16 8HG
- A full set of plans, including constructional details, must be submitted for approval.
- The appropriate fee must be paid prior to validation of an application. Payment details can be found at the end of this form.

### Applications for higher risk buildings

From 1<sup>st</sup> October 2023, any Building Control application that covers works to a higher risk building must be submitted to the Building Safety Regulator. In such cases, you should not complete this form. Please refer to the guidance on [www.gov.uk](https://www.gov.uk/guidance/managing-building-control-approval-applications-for-higher-risk-buildings) about preparing and making an application: <https://www.gov.uk/guidance/managing-building-control-approval-applications-for-higher-risk-buildings>

## PLEASE TYPE OR USE BLOCK CAPITALS

### 1 The address of the Site / Premises:

Address: \_\_\_\_\_

Postcode: \_\_\_\_\_

Approx age of the property: \_\_\_\_\_

**Note:** A location plan sufficient to readily identify the site should be included

### 2 Full description of the work (e.g. single storey extension to enlarge the lounge)

\_\_\_\_\_  
\_\_\_\_\_

### 3 Applicant's / Client's details (please give **FULL** name and contact details. Where the Applicant is not the Client please also provide the Client's contact details)

#### Applicant

Name: \_\_\_\_\_

Address: \_\_\_\_\_

Postcode: \_\_\_\_\_ Tel/Mob \_\_\_\_\_

Email: \_\_\_\_\_

#### Client

Name: \_\_\_\_\_

Address: \_\_\_\_\_

Postcode: \_\_\_\_\_ Tel/Mob \_\_\_\_\_

Email: \_\_\_\_\_

### 4 Agent's details (if applicable) Please give details of the person dealing with the project.

Company: \_\_\_\_\_ Contact Name: \_\_\_\_\_

Address: \_\_\_\_\_

Postcode: \_\_\_\_\_ Tel/Mob \_\_\_\_\_

Email: \_\_\_\_\_

**5 Contractor / Builders details** (please provide the contact details of the principal contractor / builder for these works).

Company: \_\_\_\_\_  
Address: \_\_\_\_\_  
Postcode: \_\_\_\_\_  
Email: \_\_\_\_\_ Tel/Mob: \_\_\_\_\_

**6 Principal designer's details** (please provide the contact details of the principal designer for these works).

Company: \_\_\_\_\_  
Address: \_\_\_\_\_  
Postcode: \_\_\_\_\_  
Email: \_\_\_\_\_ Tel/Mob: \_\_\_\_\_

**7 Details of the building**

Present use: \_\_\_\_\_ Proposed use: \_\_\_\_\_

Will the Regulatory Reform (Fire Safety Order) 2005 apply to this building after the building work is completed: (e.g. hotels, factories, offices, shops etc)

YES ☐ NO ☐

Where the works relate to an existing building, please confirm:	Height of the building (m)	Before works
		After works
	Number of storeys in the building	Before works
		After works

**8 Requirements**

Do you consent to the application being granted subject to Requirements where appropriate?

YES ☐ NO ☐

**9 Prescribed Period**

The Building Regulations allows five weeks to give a decision on a 'full plans' submission. Our aim is to process every submission as soon as possible. In some cases we may require more information from you. To allow you time to obtain this information, we suggest you agree to the extension of the five week period to two months. This can be extended further by agreement.

**It will not delay our processing of your information.**

Do you consent to an extension of time? YES ☐ NO ☐

**10 Mode of drainage and water supply** (e.g. to an existing mains sewer or to a new treatment plant)

Foul Water: \_\_\_\_\_ New ☐ Existing ☐ (please specify)  
Surface Water: \_\_\_\_\_ New ☐ Existing ☐ (please specify)  
Water Supply: Mains ☐ Other: \_\_\_\_\_ (please specify)

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**Commencement of work**

Please provide information as to the date when it is proposed the building work will be commenced in accordance with regulation 46A of the building regulations. For a building with foundations this means when the foundations will have been placed and the construction up to ground floor level is complete. For other building work this will be when 15% of the works are completed.

Date: \_\_\_\_\_

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**Domestic electrical installations**

Please confirm whether your electrician is a member of an approved competent person scheme and can self-certify the electrical works and issue a BS7671 certificate:

☐ **YES**

Details \_\_\_\_\_

☐ **NO**

For a list of all scheme members go to [www.competentperson.co.uk](http://www.competentperson.co.uk)

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**Planning Permission**

Persons proposing to carry out work or make a material change of use of a building are reminded that permission may be required under the Town and Country Planning Acts:

Have you checked if you require planning or listed building consent for the works? YES ☐ NO ☐

Have you made an application for planning or listed building consent for the works? YES ☐ NO ☐

If yes, what is the application reference number? \_\_\_\_\_

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**Consideration of high-efficiency alternative heating systems for new buildings.**

Where a new building is to be erected, the person carrying out the work must consider the use of high-efficiency alternative heating systems.

The person carrying out the work must -

(a) not later than the beginning of the day before the day on which the work starts, give the local authority a notice which states that the analysis referred to above:

(i) has been undertaken;

(ii) is documented; and

(iii) the documentation is available to the authority for verification purposes; and

(b) ensure that a copy of the analysis is available for inspection at all reasonable times upon request by an officer of the local authority.

Has this consideration been carried out? YES ☐ NO ☐

**FEES** (please see the accompanying fee schedule for the appropriate Council)

<b>15</b>	<b>Disabled works</b> Is the work to provide a facility for a registered disabled person? YES <input type="checkbox"/> NO <input type="checkbox"/>
<b>16</b>	<b>TABLE 1 Erection of new dwellings up to 3 storeys &amp; not more than 300m<sup>2</sup> in floor area</b> Is the development funded: <div style="display: flex; justify-content: space-between; align-items: flex-start;"><div style="width: 30%;">Privately <input type="checkbox"/></div><div style="width: 30%;">Plot No(s):</div><div style="width: 30%; text-align: right;">£</div></div> <div style="display: flex; justify-content: space-between; align-items: flex-start; margin-top: 10px;"><div style="width: 30%;">Housing Association <input type="checkbox"/></div><div style="width: 30%;">Plot No(s):</div><div style="width: 30%; text-align: right;">£</div></div> <div style="display: flex; justify-content: space-between; align-items: flex-start; margin-top: 10px;"><div style="width: 30%;">Local Authority <input type="checkbox"/></div><div style="width: 30%;">Plot No(s):</div><div style="width: 30%; text-align: right;">£</div></div> <div style="margin-top: 10px;">Number of Dwellings: <input style="width: 100px;" type="text"/></div> <div style="display: flex; justify-content: space-between; align-items: flex-end;"><div>Internal floor area: <input style="width: 100px;" type="text"/> m<sup>2</sup></div><div>Fee due: £ <input style="width: 150px;" type="text"/></div></div>
<b>17</b>	<b>TABLE 2 Domestic extensions, loft conversions, detached garages/carports</b> <div style="display: flex; justify-content: space-between; align-items: flex-start; margin-bottom: 10px;"><div style="width: 40%;">Garage/carport internal floor area:</div><div style="width: 15%;"><input style="width: 80px;" type="text"/> m<sup>2</sup></div><div style="width: 45%; text-align: right;">Fee due: £ <input style="width: 100px;" type="text"/></div></div> <div style="display: flex; justify-content: space-between; align-items: flex-start; margin-bottom: 10px;"><div style="width: 40%;">Extension internal floor area:</div><div style="width: 15%;"><input style="width: 80px;" type="text"/> m<sup>2</sup></div><div style="width: 45%; text-align: right;">Fee due: £ <input style="width: 100px;" type="text"/></div></div> <div style="display: flex; justify-content: space-between; align-items: flex-start;"><div style="width: 40%;">Loft conversion internal floor area:</div><div style="width: 15%;"><input style="width: 80px;" type="text"/> m<sup>2</sup></div><div style="width: 45%; text-align: right;">Fee due: £ <input style="width: 100px;" type="text"/></div></div> <p style="text-align: center; margin-top: 10px;"><i>(For floor areas over 100m<sup>2</sup> please use Table 3)</i></p>
<b>18</b>	<b>TABLE 3 Other works based on estimated cost</b> Estimated cost (excluding vat): £ <input style="width: 100px;" type="text"/> Fee due: £ <input style="width: 150px;" type="text"/> <p style="text-align: center; margin-top: 10px;"><i>(You may be required to provide an estimate)</i></p>
<b>19</b>	<b>TABLE 3a Miscellaneous Minor Works</b> <div style="text-align: right; margin-top: 20px;">Fee due: £ <input style="width: 150px;" type="text"/></div>
<b>20</b>	<b>Statement</b> <p>This notice is given in relation to the building work as described, in accordance with Regulation 12(2)(b) and is accompanied by the appropriate payment. I/We understand that further charges may be payable by the applicant following the first inspection by the Local Authority. By signing this application form you accept that you have read your role and responsibility as the person carrying out the work, or, if you are the designer or contractor you understand and have explained yours' and the client's role and responsibility as laid out in Part 2A regulation 11 of the Building Regulations. Where an email address is provided, I consent to receive corresponded, including notices, via email.</p> <div style="display: flex; justify-content: space-between; margin-top: 10px;"><div>Name: _____</div><div>Signature: _____</div><div>Date: _____</div></div> <p style="margin-top: 20px;">If the application is being made on behalf of a Client this form needs to be signed by the Client confirming they agree to the application being made and that the information contained in the application is correct. Where an email address is provided, I consent to receive corresponded, including notices, via email.</p> <div style="display: flex; justify-content: space-between; margin-top: 20px;"><div>Name: _____</div><div>Signature: _____</div><div>Date: _____</div></div>

## General Information

<b>Payment</b>	<p>The application fee must be paid in full prior to validation of an application.</p> <p>You can pay the building regulations fees:</p> <p><b>Telephone:</b> call 01594 810000 Mon to Thurs 9am to 4.45pm and Fri 9am to 4.30pm to pay by credit or debit card. Please ask to pay a building control fee and use the application site address as a reference.</p> <p><b>Cheque or postal order:</b> made payable to Forest of Dean District Council, High Street, Coleford, GL16 8HG. Post-dated cheques are not accepted, do not send cash through the post.</p> <p><b>In person:</b> by cheque, credit or debit card at our Coleford offices</p> <p><b>BACS:</b> Please quote reference: B/C and first line of property address with payment.</p> <ul style="list-style-type: none"><li>• Account No: 00833506</li><li>• Sort Code: 30-91-87.</li><li>• Account Name: Forest of Dean District Council.</li></ul>
<b>Exemption:</b>	<p>Some works solely for the benefit of the disabled are exempt from payment. Please contact the Building Control office for details.</p>
<b>Validity:</b>	<p>If work has not commenced after three years from the date the application was submitted, the application will no longer be valid.</p>
<b>Commencement:</b>	<p>Commencement of work means the definition given in Regulation 46A of the Building Regulation 2010 (as amended). Generally this means when foundations and the lowest floor structure is complete or where there is no foundation work when 15% of the work is complete.</p>
<b>Completion:</b>	<p>Please arrange for a final inspection to be carried out in order that the Local Authority may issue a completion certificate. Please provide a copy of the Declaration of Completion form at the time of the completion inspection. (The Declaration of Completion form will be issued to you with the application acknowledgment/approval notice. If you require a further copy please contact <a href="mailto:building.control@fdean.gov.uk">building.control@fdean.gov.uk</a>). If electrical works have been carried out, we will require a copy of the electrical certificate before we can release our Building Regulation certificate. These certificates should be retained with your deeds as they will be required when your property is sold.</p>
<b>Client:</b>	<p>Client is defined as 'any person for whom a project is carried out.'</p>
<b>Data Protection Act:</b>	<p>Forest of Dean District Council provides building regulation services to you. We will use your personal information to provide those services to you and may need to share your information with professional / official consultees (such as the Fire Service) to enable us to do this. For further information about how the council uses information it holds about you please read the <a href="#">Building Control Privacy Policy</a>.</p>
<b>Higher risk building</b>	<p>A higher-risk building has at least 7 storeys or is at least 18 metres in height and either:</p> <ul style="list-style-type: none"><li>• is a hospital or care home;</li><li>• has at least 2 residential units</li></ul>
<b>Number of storeys</b>	<p>Number of storeys is determined in accordance with <a href="#">regulation 6</a> of the Higher-Risk Buildings (Descriptions and Supplementary Provisions) Regulations 2023</p>
<b>The Party Wall Act:</b>	<p>If your proposal involves works to, or near to a party wall or boundary, The Party Wall etc, Act 1996 may apply to you. You are advised to check this and seek suitable professional advice.</p>
<b>Use of building</b>	<p>Where the works relate to a mix use building, please confirm the use per storey.</p>
<b>IMPORTANT:</b>	<p><b>PLANS OR NOTICES MUST BE SUBMITTED TO THE COUNCIL UNDER THE BUILDING REGULATIONS AND ANY NECESSARY PLANNING PERMISSION OBTAINED (If you haven't already done so you are advised to contact the Planning Department), BEFORE THE START OF WORKS ON SITE.</b></p>