

# Building Regulations Application



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

## SUBMISSION OF A BUILDING NOTICE

Building Notice Applications are intended for minor domestic work only. We would strongly recommend that an application for Building Control Approval with Full Plans is made for new dwellings, or more complex domestic works, such as loft conversions. A Building Notices cannot be submitted in any of the following apply to the proposed work:

The building is a 'designated use' under the Fire Safety Regulatory Order (i.e. offices, shops, industrial and residential buildings).

The building work includes the erection of a building fronting onto a private street.

The building work would be on a site crossed or within 3.0m of a sewer shown on a map of sewers.

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 site location plan should be provided at a scale not less than 1:1250

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)

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### 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 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)

**6 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)

**7 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? \_\_\_\_\_

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

**8 Disabled works**

Is the work to provide a facility for a registered disabled person? YES ☐ NO ☐

**9 TABLE 1 Erection of new dwellings up to 3 storeys & not more than 300m<sup>2</sup> in floor area**

Is the development funded: Privately ☐ Plot No(s): \_\_\_\_\_ £  
Housing Association ☐ Plot No(s): \_\_\_\_\_ £  
Local Authority ☐ Plot No(s): \_\_\_\_\_ £  
Number of Dwellings:   
Internal floor area:  m<sup>2</sup> Fee due: £

**10 TABLE 2 Domestic extensions, loft conversions, detached garages/carports**

Garage/carport internal floor area:  m<sup>2</sup> Fee due: £

Extension internal floor area:	<input type="text"/>	m <sup>2</sup>	Fee due:	<input type="text"/>
Loft conversion internal floor area:	<input type="text"/>	m <sup>2</sup>	Fee due:	<input type="text"/>

(For floor areas over 100m<sup>2</sup> please use Table 3)

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**TABLE  
3**

**Other works based on estimated cost**

Estimated cost (excluding vat):	<input type="text"/>	£	Fee due:	<input type="text"/>
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(You may be required to provide an estimate)

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**TABLE 3a    Miscellaneous Minor Works**

Fee due:	<input type="text"/>
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**Statement**

This notice is given in relation to the building work as described, in accordance with Regulation 12(2)(a) 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.

Name:	<input type="text"/>	Signature:	<input type="text"/>	Date:	<input type="text"/>
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## 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> <p>Account No: 00833506</p> <p>Sort Code: 30-91-87.</p> <p>Account Name: Forest of Dean District Council.</p>
<b>Exemption:</b>	Some works solely for the benefit of the disabled are exempt from payment. Please contact the Building Control office for details.
<b>Validity:</b>	If work has not commenced after three years from the date the application was submitted, the application will no longer be valid.
<b>Commencement:</b>	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.
<b>Completion:</b>	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.
<b>Client:</b>	Client is defined as 'any person for whom a project is carried out.'
<b>Data Protection Act:</b>	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> .
<b>Higher risk building</b>	A higher-risk building has at least 7 storeys or is at least 18 metres in height and either: <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>	Number of storeys in defined accordance with <a href="#">regulation 6</a> of the Higher-Risk Buildings (Descriptions and Supplementary Provisions) Regulations 2023
<b>The Party Wall Act:</b>	If your proposal involve 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.
<b>Use of building</b>	Where the works relate to a mix use building, please confirm the use per storey.
<b>IMPORTANT:</b>	<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>