

# Building Regulation Application Forest of Dean District Council Partner Authority Scheme



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

Please read the notes on the reverse side of this form or consult the office indicated overleaf

PLEASE TYPE OR USE BLOCK CAPITALS

1

## Submission details - **PARTNERSHIP APPLICATION** (for applications outside the FODDC area)

PLEASE SUBMIT TWO COPIES OF DRAWINGS FOR ADMINISTRATION PURPOSES  
Please contact Building Control at FODDC on 01594 812352 if you require any advice on the submission of your application

2

### Address where building work is to be carried out

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

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

3

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

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

Commencement date if known: \_\_\_\_\_ No of storeys: \_\_\_\_\_

4

### Applicant's details (please give **FULL** name, postal address and contact details)

Mr/Mrs/Ms/Miss: \_\_\_\_\_

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

Postcode: \_\_\_\_\_ Tel: \_\_\_\_\_ Fax: \_\_\_\_\_

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

Would the applicant prefer to receive correspondence by email? YES  NO

5

### Agent's details (if applicable, please give details of the person dealing with the project e.g architect, surveyor)

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

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

Postcode: \_\_\_\_\_ Tel: \_\_\_\_\_ Fax: \_\_\_\_\_

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

Would the agent prefer to receive correspondence by email? YES  NO

6

### Name and address of local authority whose control property comes under

\_\_\_\_\_

\_\_\_\_\_

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

7

**Use of building**

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

Will the building or part thereof be put to a use which is designated under the Fire Safety Regulatory

Reform Order 2006: (e.g. hotels, boarding houses, factories, offices, shops etc) YES  NO **Please note that an additional set of drawings is required to enable consultation with the Fire Service**

8

**Conditions** (*Full Plans Submissions only*)Do you consent to the plans being passed subject to conditions where appropriate? YES  NO 

9

**Prescribed Period** (*Full Plans Submissions only*)

The statutory time period for dealing with your application may, by agreement, be extended from 5 weeks to 2 months if necessary.

Do you agree to this? 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)**Public Sewers**

Following the implementation of the Private Sewers Transfer Regulations 2011, persons proposing to make a new direct or indirect drainage connection to a public sewer **or** build over **or** carry out any works within 3 meters of a public sewer are reminded that it is now their responsibility to consult with the relevant sewerage provider and obtain any permission that may be required and ensure the sewer pipe and systems are protected in accordance with the sewerage provider's requirements.

- A sewer which is subject to these regulations will typically carry waste water from more than one property and communicate it to a public sewer.
- Further information on the implementation of the Private Sewers Transfer Regulations is available from: [www.defra.gov.uk/environment/quality/water/sewage/sewers](http://www.defra.gov.uk/environment/quality/water/sewage/sewers) and [www.water.org.uk/home/policy/private-sewer-transfer](http://www.water.org.uk/home/policy/private-sewer-transfer) (Tel: 0207 344 1809)

Sewerage providers contact details:

Severn Trent: Telephone: 01902 793755, Email: [net.dev.west@severntrent.co.uk](mailto:net.dev.west@severntrent.co.uk)Welsh Water: Telephone: 0800 9172652, Email: [developer.services@dwrwymru.com](mailto:developer.services@dwrwymru.com)**New/Replacement Septic Tanks/Sewerage Treatment Systems**

If the proposals specify the use of a non-mains drainage system you are advised that the proposals will require either a 'discharge consent licence', or alternatively register the effluent as an 'exempt' facility, with the Environment Agency. You are advised to contact the Environment Agency on the following number to discuss your proposal:

**Tel: 0870 8506506 (switchboard will take your enquiry and pass you on to the relevant section).**

11

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

Consideration for the use of high-efficiency alternative heating systems for new buildings is required to have been taken by the applicant.

Please note: 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 consideration been carried out?

YES  NO

12

**Energy Rating**

Required for all new build dwellings, non-domestic new build and non-domestic large extensions greater than 100m<sup>2</sup> and greater than 25% useful floor area of existing building.

Please state method of compliance & enclose of copy of the relevant certification:

13

**Domestic electrical installations**

Please confirm whether all necessary electrical work associated with this application will be carried out by an electrician who is a member of an approved competent person scheme:

YES

NO A commissioning certificate issued by a competent person should be forwarded to Building Control

14

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

**Legally protected species (bats etc)**

Please see the attached 'Application guidance notes' for requirements

**FEES – please note that the fee payable is based on the inspecting Authority's fees:  
refer to Application Notes below,  
for further advice contact Building Control Services at FODDC**

**15 Disabled works**

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

**16 TABLE A 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:  £

**17 TABLE B Domestic extensions, loft conversions & garages/carports**

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

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

Loft conversion internal floor area:  m<sup>2</sup> Fee due:  £

*(For floor areas over 60m<sup>2</sup> please use Table 3)*

**18 TABLE C Other works based on estimated cost**

Estimated cost (excluding vat):  £ Fee due:  £

*(You may be required to provide an estimate)*

**19 Statement**

This notice is given in relation to the building work as described, in accordance with Regulation 12, and is accompanied by the appropriate payment. I understand that further charges may be payable following the first inspection by the Local Authority, and that the applicant has been made aware of this.

Signed: \_\_\_\_\_ Name: \_\_\_\_\_ Date: \_\_\_\_\_

**For further advice on Building Regulation matters please contact your local Building Control Service**

		<p><b>Cheltenham and Tewkesbury Building Control Service - Situated at Cheltenham:</b>  <b>ALL CHEQUES TO BE PAYABLE TO CHELTENHAM BOROUGH COUNCIL</b>            Built Environment, PO Box 12, Municipal Offices, Promenade, Cheltenham, Glos, GL50 1PP            Tel: 01242 264321            01242 264390 Fax: 01242 227323 Email: buildingcontrol@cheltenham.gov.uk</p>
	<p><b>COTSWOLD DISTRICT COUNCIL</b></p>	<p><b>Cotswold District Council</b>            Building Control, Trinity Road, Cirencester, Glos, GL7 1PX            Tel: 01285 623000 Fax: 01285 653905 Email: buildingcontrol@cotswold.gov.uk</p>
	<p><b>Forest of Dean District Council</b></p>	<p>Building Control Services, Council Offices, High Street, Coleford, Glos, GL16 8HG            Tel: 01594 810000 Fax: 01594 812353 Email: building.control@fdean.gov.uk</p>
<p><b>GLOUCESTER CITY COUNCIL</b></p>		<p><b>Gloucester City Council</b>            Building Standards &amp; Control, 4<sup>th</sup> Floor, Herbert Warehouse, The Docks, Gloucester, GL1 2EQ            Tel: 01452 396771 Fax: 01452 396763 Email: buildingcontrol@gloucester.gov.uk</p>
	<p><b>Stroud District Council</b></p>	<p>Building Control Services, Ebley Mill, Westward Road, Stroud, Glos, GL5 4UB            Tel: 01453 754518 Fax: 01453 754511 Email: building.control@stroud.gov.uk</p>

## APPLICATION GUIDANCE NOTES

**There are two methods of making a Building Regulations application as follows:**

### **(i) Full Plans Application**

The building designer will draw up detailed plans, specification and supporting information for the proposed scheme and formal approval of plans is issued.

**One copy of the following details are required to be submitted at the application stage:**

- Completed application forms (Full plans submission to be ticked)
- Correct fee. (see appropriate fee table for type of work)
- Site plan 1:1250 or 1:2500
- Detailed plans/specification/supporting information for the proposed scheme (Building control guidance documents are available to download at: [www.fdean.gov.uk](http://www.fdean.gov.uk))
- Additional set of plan layouts is required for non dwellings for consultation with the Fire Authority- indicating the escape routes in red.

**Additional information required for new dwellings at application stage:**

- Design SAP rating (building control can provide these- see fee tables for details)
- Water efficiency calculations (must not exceed 125 litres/per person per day- building control can provide these- see fee tables for details)

**Additional information required for new buildings other dwellings at application stage:**

- Design SBEM rating (building control can provide these- see fee tables for details)

### **Commencement of works & site inspections**

Work can start any time after the application together with the correct fee has been accepted as a valid application providing 48 hours notice is given to building control prior to commencement of works on site. Works carried out before formal approval is given is carried out at the building owners risk. Site inspections are carried out by building control at key stages to ensure compliance with the Building Regulations and a Site Inspection Schedule will be issued with an acknowledgement letter confirming receipt of your application, or alternatively it can be downloaded at: [www.fdean.gov.uk](http://www.fdean.gov.uk) When the project is satisfactorily completed a Building Regulations Completion Certificate will normally be Issued.

### **(ii) Building Notice Application**

This system is best suited to minor domestic work carried out by a competent builder. Under this scheme no formal approval of plans is issued and work is approved on site as it progresses. This is not suitable for new dwellings, due to the complex nature of the application and information required.

Building notices cannot be used in the following circumstances:

- The building is a 'designated use' under the Fire Safety Regulatory Order (i.e. offices, shops, industrial and residential buildings) and or is a workplace subject to the Fire Precautions (Workplace) Regulations 1997 which will require consultation with the relevant Fire Authority

**One copy of the following details are required to be submitted at the application stage:**

- Completed application forms (Building Notice submission to be ticked)
- Correct fee. (see appropriate fee table for type of work)
- Site plan 1:1250 or 1:2500

### **Commencement of works & site inspections**

Work can commence 48 hours after the notice has been received. When work commences, the Councils surveyor will normally meet with the owner/builder to discuss the proposals and to agree how the work should be carried out, agree when the work will need to be inspected and to establish whether any further information will be required e.g. drawings, specifications or other information (Building control guidance documents including replacement windows/doors are available to download at: [www.fdean.gov.uk](http://www.fdean.gov.uk))

Site inspections are carried out by building control at key stages to ensure compliance with the Building Regulations and a Site Inspection Schedule will be issued with an acknowledgement letter confirming receipt of your application, or alternatively it can be downloaded at: [www.fdean.gov.uk](http://www.fdean.gov.uk) When the project is satisfactorily completed a Building Regulations Completion Certificate will normally be issued.

### **Legally protected species (bats etc)**

Existing buildings may have features which are of value to wildlife and which may be used by legally protected species including European Protected Species (e.g. Bats, nesting birds, Dormice & Great Crested Newts etc). Where these species are present, legal protection extends to their places of shelter and a licence from Natural England may be required before works start. It is therefore advisable to take appropriate measures to avoid harm to protected species and a potential offence under the relevant legislation. Natural England are the relevant advisory organisation and can be contacted at: [www.naturalengland.org.uk](http://www.naturalengland.org.uk), (Natural England: 0845 600 3078) or contact the Councils Sustainability Team on 01594 810000

<p><b>Unauthorised works - Regularisation Certificates</b></p> <p>For unauthorised works carried out on or after <b>11th November 1985</b> an separate form of application can be made to the local authority in certain instances to regularise the works which is a retrospective form of application- fees for the works are charged as listed in the relevant fee table excluding VAT with an additional 50% premium added to it. This type of application is exempt VAT.</p> <p><b>One copy of the following details are required to be submitted at the application stage:</b></p> <p>Completed application forms ((Please refer to separate application forms and fee table which can be down loaded at: <a href="http://www.fdean.gov.uk">www.fdean.gov.uk</a></p> <ul style="list-style-type: none"> <li>• Correct fee. (see appropriate fee table for type of work excluding VAT with an additional 50%)</li> <li>• Site plan 1:1250 or 1:2500</li> <li>• Detailed plans/specification/supporting information for the actual works carried out (Building control guidance documents are available to down load at: <a href="http://www.fdean.gov.uk">www.fdean.gov.uk</a></li> </ul> <p><b>Site inspections and areas of work to be exposed for inspection</b></p> <p>To be agreed with the Councils surveyor</p>
<p><b>Works to provide access and facilities for disabled persons</b></p> <p>Fees are not payable when the proposed works is to provide access and facilities in an existing dwelling or extension to store equipment or provide medical treatment for a disabled person. In order to claim an exemption, the appropriate evidence as to the relevance of the adaptation for the persons disability must accompany the application.</p>
<p><b>Relaxation of Building Regulation requirements</b></p> <p>In certain circumstances, local authorities have powers to dispense with or relax regulation requirements. However a majority of the regulation requirements cannot be relaxed because they require something to be adequate or reasonable and to grant a relaxation could mean acceptance of something that was inadequate or unreasonable. For more advice please contact your building control surveyor.</p>
<p><b>Contraventions of the Building Regulations</b></p> <p>Where works are carried out in contravention of the building regulations, the local authority may require it's alteration or removal within a period of time by serving notice on the building owner. Failure to comply with the notice may result in the work being carried out by the local authority who can recover their expenses from the defaulter. The person who contravened the building regulations also renders themselves liable to prosecution for the offence in the Magistrates Court. For more advice please contact your building control surveyor.</p>
<p><b>Competent Person Schemes</b></p> <p>Certain works can be carried out by an installer who is registered with a Competent Persons Scheme <u>and will not require building regulations approval and will not be inspected by building control.</u></p> <p>Competent Person Schemes (CPS) were introduced by the UK Government to allow individuals and enterprises to self-certify that their work complies with the Building Regulations as an alternative to submitting a building notice or using an approved inspector.</p> <p>A Competent Person must be registered with a scheme that has been approved by The Department for Communities and Local Government (DCLG). Schemes authorised by the DCLG are listed on its website at <a href="http://www.communities.gov.uk">http://www.communities.gov.uk</a></p> <p>An installer registered with a Competent Person Scheme will notify the local authority on your behalf and will issue a certificate on completion which can be used as proof of compliance. It will also show up on a solicitor's local authority search. Important note: local authority building control are not responsible for any works carried out under a Competent Persons Scheme. Note: Building control are not responsible for any works carried out under a competent persons scheme.</p> <p><b>Additional Charge for Electrical Work</b></p> <p>Where the proposal includes an element of domestic electrical work controlled under Part P and this is to be carried out by an electrical contractor not registered on a Part P 'competent person' scheme, or qualified to BS7671, an 'additional charge' may be added to the fee arrived at from the fee tables. This is to cover the cost the Council will incur in engaging a specialist to test and inspect the electrical installation on completion. If you are able to tick 'Yes' in Section 13 then you do not need to add the additional charge.</p>
<p><b>Definitions and General Information</b></p> <p><b>Applicant:</b> The applicant is the person on whose behalf the work is being carried out. e.g. the building owner</p> <p><b>Agent:</b> The agent is the person or company dealing with the application. Any correspondence will be sent to the person/company named as the agent, except for the completion certificate which is sent direct to the building owner.</p> <p><b>Exemption:</b> Charges are not payable when the proposed work is to provide access and facilities in an existing dwelling or an extension to store equipment or provide medical treatment for a disabled person. In order to claim exemption, the appropriate evidence as to the relevance of the adaptation for the person's disability must accompany the application.</p> <p><b>Validity:</b> If the works has not commenced after three years from the date of the application was submitted, the application will no longer be valid (Section 32 of The Building Act 1984)</p> <p><b>Commencement, site inspections &amp; completion:</b> When you intend to start work please contact Building Control giving 48 hours notice. For other site inspections please give 24 hours notice. Site inspections are normally carried out by Building Control at key stages to ensure the works are being carried out in compliance with the Building Regulations. It is your responsibility to ensure Building Control is called at the key stages and a site inspection schedule will be sent to you (together with your building control surveyor contact details) with your letter of acknowledgement and receipt of fee payment. When you complete the work or occupy the building please contact Building Control for a completion inspection giving 5 days notice. All relevant completion certificates should be available at the time of the inspection-see above notes.</p>