

BUILDING REGULATIONS SUBMISSION

Submission Type

Do you wish to submit: (Please select an option below)

Full Plans (Requires full working drawings existing/proposed plan and specification)

Building Notice

Regularisation Application (works complete or progressed without inspection)

Address where building work is to be carried out

Full Description of the Work - e.g. Single storey extension

Commencement date:

No. of storeys:

Applicant's details

Full Name:

Address:

Tel: email:

Agent's details (if an architect or agent dealing with the application on your behalf)

Full Name:

Address

Tel: email:

1. State present use: ...

2. State proposed use:

Charges -For telephone payments, please phone (01446) 704609 or online click [here](#)

New Dwelling - Number of new dwellings

Domestic Extensions, Loft Conversions, Garages, outbuildings- Provide Floor area (m²)

Domestic Internal Alterations – Provide estimated cost of works

Non-Domestic Alterations Provide estimated cost of works

Non-Domestic Extensions - Floor area for any extensions

£
£

Any Welsh Water Sewers within 3m of the proposed works

Yes / No

Any New Welsh Water connections if a new dwelling?

Yes / No

Statement (PLEASE SIGN AND DATE)

This notice is given in relation to the building work as described, in accordance with Building Regulation 12 (2) (a) (b) and is accompanied by the appropriate payment. I/We understand that further charges may be payable following the first inspection by the local authority.

Name

Signature

Date:

Notes and Guidance

Submission Type

You may choose to use the Full Plans or Building Notice option. However, the 'Building Notice' option cannot be used when the building is subject to the Regulatory Reform (Fire Safety) Order 2005 to enable consultation with the fire authority.

The following information should be submitted together with one completed copy of this form and the appropriate fee.

Full Plan Applications: -

Full working drawings and specification will be required for work to, or in relation to, buildings subject to the Regulatory Reform (Fire Safety) Order 2005 to enable consultation with the fire authority. The plan fee for a full plan's application is due on submission, the inspection fee is due when the commencement inspection is carried out.

Building Notice Applications: -

In the case of a Building Notice, a site plan, indicating where applicable, size and position of building /extension, boundary and drainage details. (Please note additional information may be requested) The fee for a Building notice is due on submission.

Regularisation Application: -

Subject to certain exceptions a Regularisation Submission attracts charges payable by the owner of the work or of the building. The charge must accompany the deposit of notice, and the amount is equal to 150% of the charge, excluding VAT, that would have been payable had the application been deposited prior to the commencement of the work.

The appropriate charge is dependent upon the type of work proposed and due on submission.

The local authority may require the applicant to take such reasonable steps, including laying open the unauthorised work for inspection by the authority, making tests and taking samples, as the authority think appropriate to ascertain what work, if any, is required to secure that the relevant requirements are met.

Address of the site / premises

If a precise address has not yet been allocated, please provide an accurate description for location purposes. We will also use this information to determine the location of any public sewers. You cannot build over, or close to, a public sewer without the consent of the Public Water Utility Company.

The Party Wall etc. Act 1996

If your proposals involve works to, or near to, a party wall or boundary, The Party Wall etc. Act 1996 may apply to you. Please contact a Party wall surveyor for any advice.

Drainage Connection

Please note that it is the homeowner's responsibility to ensure that any proposed works within their curtilage do not conflict with any underground services. For Sewers or Watermains that may be present and affected by your proposals, you were advised to contact Dwr Cymru Welsh Water. Please be aware it's the owner's responsibility to ensure the necessary permissions are in place and this certificate is not valid if this is not in place. For any further advice please see the following link or contact Welsh water direct.

Electrical Work

In respect of any work carried out under the 'Competent Person Scheme' (which is a firm that has been adjudged to be sufficiently competent to self-certify that its work complies with Building Regulations). The firm must be registered with a scheme that has been approved by the Government. If this is not the case, please contact the office to discuss as further fees may apply.

PLEASE NOTE:

The responsibility for ensuring compliance rests with the people carrying out the work. Any issues or defects found after the completion need to be directed to the persons who carried out the work.

Please note when making a building regulations application, some information will be made available through the Council's public register. We also share information with organisations as part of the statutory consultation requirements.
