

BUILDING REGULATIONS SUBMISSION

1 Submission Details

Do you wish to submit a "Full Plans" a 'Building Notice' or 'Regularisation Application' please tick as appropriate

Please read Notes and Guidance section on Page 3

2 Address where building work is to be carried out

Address:..

Postcode:

CRM SR ID:

<SRID>

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

First Name:

Surname:

Address:

Postcode :

Tel:

email:

5 Agent's details (if applicable) - Please give details of the person dealing with the project

Name:

Address

Postcode :

Tel:...

email:

1. State present use: ...

2. State proposed use:

State whether the building is subject to the "Regulatory Reform (Fire Safety) Order 2005" **Yes / No**

If "YES" a "FULL PLANS" application will be required. A "Building Notice" application is not acceptable in these situations.

For Office Use only:

7 Other Applications

Has planning permission, listed building and/or Conservation Area Consent been applied for?

8 Prescribed Period - (Full plans submissions only)

The Building Act 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 that you agree to the extension of the five week period to two months.

It will not delay our processing of your application.

Do you consent to an extension of time? **Yes / No** (Full Plans Submission only)

9 Conditions - (Full plans submissions only)

Do you consent to the plans being passed subject to conditions where appropriate? **Yes / No**

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Part P - Electrical Safety

Please confirm all electrical work will be undertaken by a Part P electrician registered with the competent person scheme.

a) Competent Persons Scheme

No additional charge (see list of approved schemes for competent persons advice
For more details and advice visit <http://www.competentperson.co.uk>
(Please tick the box to confirm)

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Charges - Payments by cheques to be made payable to Vale of Glamorgan Council

For telephone payments, please phone (01446) 704609 or (01446) 704842

Please state below: **PLEASE COMPLETE THE FLOOR AREA IF FOR AN EXTENSION**

Table A. Dwellings not more than 3 storeys & not more than 300m² in floor area

Number of dwellings For other dwellings contact office £

Table B. Domestic Extensions, Loft Conversions, Garages/Carports

Floor area (m²) £

Table C. Domestic Alterations

Estimated cost of works £ £

Tables D & E. Non Domestic Alterations or Floor Area

Estimated cost of works £ m² £

Total Charges payable

I wish to be considered for disabled person's exemption YES / NO

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Additional Information

Type of drainage: Foul Surface Water

Means of water supply

SAP Certificate applicable YES / NO Certificate to follow YES / NO

*** Any Welsh Water Sewers within 3m of the proposed works Y / N (Please circle)**

*** Any New Welsh Water connections if a new dwelling? Y/N**

If you have circled yes for any of the above please email the consent with the application.

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Statement (PLEASE SIGN AND DATE) We cannot accept any applications that are not signed.

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

This form will usually be acceptable for submission to any Local Authority in England and Wales.

1. Submission options

You may choose to use the full Plans' or 'Building Notice' option. However, the 'Building Notice' option cannot be used where:

- a) The building is subject to the Regulatory Reform (Fire Safety) Order 2005 to enable consultation with the fire authority.
- b) The building work is over or near a public sewer.
- c) The proposed new dwelling fronts onto a private street.

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

Full Plan Applications :-

Full constructional specification and details. Two additional copies of layout plans 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.

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)

Building Regulations

These notes are for general guidance only; particulars regarding the deposit of Full Plans are contained in Regulation 14 and Building Notice in Regulation 13 of the Building Regulations and, in respect of charges, in the Building (Local Authority Charges) Regulations 1998.

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. Charges and methods of calculation are set out in the Guidance Notes on Charges which is enclosed.

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.

2. 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.

3. 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 us for a copy of 'The Party Wall etc. Act 1996' explanatory booklet.

4. Completion Certificates

The issuing of a Completion Certificate can only be carried out when electrical safety certificates have been received and the appropriate charge has been paid in full.

5. Drainage Connection

Subject to certain provisions of the Water Industries Act 1991, owners and occupiers of premises are entitled to have their private foul and surface water drains and sewers connected to the public sewers, where available. Special arrangements apply to trade effluent discharge. Persons wishing to make such connections must give not less than 21 days notice to the Authority.

Please note when making a building regulations application, some information will be made available through the Council's public register.

Plans or Notices must be submitted to the Council under the Building Regulations and any necessary Planning Permission obtained (If you haven't done so, you are advised to contact the Development Control Group Tel. (01446) 704609 BEFORE any work on site is commenced.)

