

Building Regulations | Application for Building Control Approval with full plans

The Building Act 1984, The Building Safety Act 2022, The Building Regulations 2010, The Higher-Risk Buildings (Descriptions and Supplementary Provisions) Regulations 2023.

1. Location of site to which the building work relates

Address:	<input type="text"/>
Postcode:	<input type="text"/>

2. Applicant details

Full name:	<input type="text"/>
Address:	<input type="text"/>
Postcode:	<input type="text"/>
Telephone number:	<input type="text"/>
Email address:	<input type="text"/>

3. Client details (where different from the applicant)

Full name:	<input type="text"/>
Address:	<input type="text"/>
Postcode:	<input type="text"/>
Telephone number:	<input type="text"/>
Email address:	<input type="text"/>

4. Principal contractor/sole contractor details (where known)

Full name:	<input type="text"/>
Address:	<input type="text"/>
Postcode:	<input type="text"/>
Telephone number:	<input type="text"/>
Email address:	<input type="text"/>

5. Principal designer/sole or Lead designer details

Full name:	<input type="text"/>
Address:	<input type="text"/>
Postcode:	<input type="text"/>
Telephone number:	<input type="text"/>
Email address:	<input type="text"/>

6. Regulatory Reform (Fire Safety) Order 2005 (as amended)

Is the building a building to which the Regulatory Reform (Fire Safety) Order 2005 applies or will apply after completion of the building work? Yes No

This applies to buildings that are places of employment, places of work, and buildings where there are common areas. This includes but is not limited to, churches, village halls, common parts of blocks of flats, offices, shops, workshops.

7. Existing buildings (append additional information where necessary)

Where applicable, provide a description of the existing building, including:

- (i) details of the current use of the building, including the current use of each storey
- (ii) the height of the building
- (iii) the number of storeys in the building as determined in accordance with [Regulation 6 of the Higher-Risk Buildings \(Descriptions and Supplementary Provisions\) Regulations 2023](#)

8. Proposed works (append additional information where necessary)

Provide a description of the proposed work, including:

- (i) details of the intended use of the building, including the intended use of each storey
- (ii) the height of the building after the proposed work
- (iii) the number of storeys in the building after the proposed work as determined in accordance with [Regulation 6 of the Higher-Risk Buildings \(Descriptions and Supplementary Provisions\) Regulations 2023](#)
- (iv) the provision to be made for the drainage of the building
- (v) where paragraph H4 of Schedule 1 imposes a requirement, the precautions to be taken in the building over a drain, sewer or disposal main to comply with the requirements of that paragraph
- (vi) the steps to be taken to comply with any local enactment that applies

9. Extension of time

Building Control will issue a decision within 5 weeks of the date of the deposit of the application (including the payment of the relevant charge).

Do you consent to this time period being extended to 2 months from the date of deposit, to give more time to complete negotiations between the Principal Designer and Building Control? Yes No

10. Commencement (append additional information where necessary)

State the date when it is proposed the work will reach the point when it is to be regarded as commenced in accordance with Regulation 46A (lapse of building control approval, commencement of work); or where the work does not consist of work to which paragraph (2) or (3) of [Regulation 46A](#) applies, state the details of the work which the client considers amounts to 15% of the proposed work.

11. Granting of an application for building control approval with full plans subject to requirements

Do you consent to the application for building control approval with full plans being granted with requirements*? Yes No

Requirements are modifications that the local authority may specify must be made in the full plans, or further plans as the authority may specify must be provided before work to which those plans relate starts.

12. Declaration

This application for building control approval with full plans is in relation to the building work etc., as described above. It is submitted in accordance with Regulation 12(2)(b) and is accompanied by the appropriate charge.

I understand that further applicable charges (such as inspection fees) may become payable by the building owner following the first inspection undertaken by the local authority.

I/we apply for building control approval with full plans as described on this form and as detailed on any supplementary documents.

Signature of applicant (where the applicant is not the client)

Signature:

Date:

I, the client, confirm I agree to the application being made and that the information contained in the application is correct.

Signature of client (where the client is not the applicant)

Signature:

Date:

The application for building control approval with full plans to inform the local authority of building work etc., is restricted to certain building types. Additional information will also be required to accompany your application for building control approval with full plans, depending upon the work proposed. Further information can be found in the attached notes and checklist.

Building Regulation Application for Building Control Approval with Full Plans - Notes and Checklist

	Is an application for building control approval with full plans suitable?	Regulation	Is this applicable? Yes or No
1	<p>Is the building work etc., in relation to higher-risk building work?</p> <p>An application for building control approval with full plans cannot be granted by the local authority in such circumstances.</p>	2B	
2	<p>Is there any building work involved to which Part P of Schedule 1 imposes a requirement and this work does not consist of:</p> <ul style="list-style-type: none"> • the installation of a new circuit • the replacement of a consumer unit, <p>or</p> <ul style="list-style-type: none"> • any addition or alteration to existing circuits in a special location? <p>Building work to which Part P of Schedule 1 imposes a requirement and does not consist of the above does not require an application for building control approval (also refer to Schedule 4). Note also, for work that does consist of the above, this work can be carried out by a competent</p>	12(6A)	
3	<p>Has any part of the work described in an initial notice been carried out and the initial notice has ceased to be in force?</p> <p>If so, Regulation 19 of the Building (Approved Inspectors etc) Regulations 2010 (local authority powers in relation to partly completed work) applies. Compliance should be with the requirements of that regulation and an application for building control approval with full plans is not appropriate.</p>	12(7)	

If the response to all the questions is 'no' then the giving of an application for building control approval with full plans is appropriate for the proposed work. Where the response is 'yes' for row 1, an application should be made to the Building Safety Regulator. Where the response is 'yes' to any other row, an application for building control approval with full plans is not necessary for the work. For work in relation to row 3 please contact the Building Control office on 01732 227376 or building.control@sevenoaks.gov.uk

	Is additional information required?	Regulation	Included or not applicable?
4	<p>In the case of a new dwelling either of the following should be provided:</p> <ul style="list-style-type: none"> • a statement should be included informing local authority building control whether or not any optional requirement applies to the building work, and if so which, <p>or</p> <ul style="list-style-type: none"> • a statement that planning permission has not yet been granted for the work should be given, and that the information required above will be supplied before the end of a period of twenty-eight days beginning on the day after that permission is granted. • “optional requirements” are applied as part of the planning approval process and typically include standard of provision of access to the dwelling, and limits on water usage. 	13(1)(d) 14(4)	
5	<p>In the case of the erection of a dwelling, or a building that is to contain one or more dwellings, an application for building control approval with full plans shall be accompanied by:</p> <p>(a) particulars of any public electronic communications network in relation to which a connection is to be provided</p> <p>(b) if an exemption in Regulation 44ZB is proposed to be relied on, evidence in support of the exemption</p> <p>(c) if Regulation 44ZC is proposed to be relied on:</p> <p>(i) evidence of the matters mentioned in Regulation 44ZC(6)(a) and (b), and (ii) if paragraph RA1(1)(c)(i) or of Schedule 1 is also proposed to be relied on, evidence of the steps taken to establish whether, and if so where, a distribution point for a gigabit-capable public electronic communications network (as defined by Regulation 44C) is likely to be installed, in a location relevant for the purposes of paragraph RA(1)(c), within the period of 2 years beginning with the day on which the application is given.</p>	13(2)(a) 14(4)	

Further information	Regulation
<p>An application for building control approval with full plans must be accompanied by:</p> <ul style="list-style-type: none"> • two copies of the full plans, or • where Part B of Schedule 1 (fire safety) imposes a requirement in relation to proposed building work, four copies of the full plans (this does not apply where the proposed building work relates only to the erection, extension or material alteration of a dwelling-house or flat). 	14(2)(a) 14(4)

<p>Plans are only full plans if they consist of:</p> <ul style="list-style-type: none"> • a description of the proposed building work, renovation or replacement of a thermal element, change to the building's energy status or material change of use • the plans, particulars and statements required by paragraphs (1), (1A) and (2) of Regulation 13 • where paragraph H4 of Schedule 1 imposes a requirement, particulars of the precautions to be taken in building over a drain, sewer or disposal main to comply with the requirements of that paragraph and • any other plans which are necessary to show that the work would comply with these Regulations 	14(3)
<p>The local authority must notify the applicant of the outcome of the application within five weeks beginning with the date the application is received by the local authority, or within such longer period as at any time the authority and the applicant agree in writing. If you wish to extend the period of time that the local authority has to notify of the outcome of the application, you can include this request with the application for building control approval with full plans for the local authority to consider.</p>	14A(6)
<p>Applicants should be aware that the Local Authority will as required consult with statutory bodies and pass on those details that you submit on your application form for the purposes of granting the Building Regulations application. Without this data collection, we could not process the application. Applicant details are only passed on to the necessary statutory consultees. If you have any queries regarding this consultation process, please contact us. Further details regarding information rights are available on the Information Commissioner's Office website at www.ico.org.uk</p>	15 15A

This document provides information for some of the more common building work scenarios. Reference should always be made to the Building Regulations 2010 (as amended) for full details.

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