



Herefordshire Council
 Building Control Department
 P O Box 230
 HEREFORD
 HR1 2ZB
 Telephone: 01432 261940
 Fax: 01432 261802
 Email : buildingcontrolenquireis@herefordshire.gov.uk

FULL PLANS SUBMISSION

The Building Act 1984
 The Building Regulations 2010

FOR OFFICE USE ONLY

Charge:

Receipt No:

Accepted:

This form is to be filled in by the person on whose behalf the work is to be carried out (or his/her appointed agent). **If this form is unfamiliar you should read the guidance notes overleaf or contact the office indicated above for advice.**

ALL SECTIONS MUST BE COMPLETED FOR APPLICATION TO BE REGISTERED

1 Applicant's details

Title: _____ Initials: _____ Surname: _____

Address: _____

Postcode: _____ Tel: _____ Fax: _____ Email: _____

2 Agent's details (if applicable)

Name: _____

Address: _____

Postcode: _____ Tel: _____ Fax: _____ Email: _____

3 Ownership: *Please delete as appropriate* Private Ownership/Local Authority/Registered Social Landlord

4 Location of building to which work relates (if different to (1) above) – a site location plan of scale 1:1250 must be provided

Address: _____

Postcode: _____ Tel: _____ Fax: _____ Email: _____

5 Description of Proposed Building Work:

Number of Storeys:

6 Use of building

1 If a new building or extension please state proposed use:

2 If existing building state present use:

3 Is the building one to which the Regulatory Reform (Fire Safety) Order 2005 applies? Yes/No

7 Conditions (see note 7)

Tick here if you **do not** consent to the proposals being passed with conditions:

8 Charges (See notes overleaf and separate guidance note on fees for further information)

An additional charge is when the relevant building work (electrical works), or part thereof, has not been carried out by a person referred to in regulation 21(1) of The Building (Local Authority Charges) Regulation 2010. See notes attached.

Name and address of electrician registered in accordance with regulation 20; (Self certification Scheme)

Address: _____ Postcode: _____ Registered body (eg. NICEIC): _____

Name and address of person responsible for paying additional fee if deemed necessary by local authority

.....

	Floor Area	Charge (inc. VAT)	Additional Charge *	Grand Total (inc. VAT)
TABLE A				
New dwellings inc. associated garages. Number of dwellings:	N/A	£	£	£
TABLE B				
Extension floor area not exceeding 10m2		£	£	£
Extension floor area exceeding 10m2 but not exceeding 40m2		£	£	£
Extension floor area exceeding 40m2 but not exceeding 60m2		£	£	£
Extension floor area exceeding 60m2 but not exceeding 200m2		£	£	£
Loft conversion	N/A	£	£	£
Erection or extension of a single storey non exempt garage or carport up to 100m2		£	£	£
Conversion of a garage ancillary to a dwelling to habitable room(s)		£	£	£
TABLE C				
Alterations not described elsewhere – Cost of Works		£	£	£
Window replacement		£	£	£
Electrical work		£	N/A	£

9 Approval Period (See Note 9)

Tick this box if you **do not** consent to the extended approval period:

Statement

This notice is given in relation to the building work as described, is submitted in accordance with Regulation 12(2)b and is accompanied by the appropriate plan fee.

Name: _____

Signature: _____

Date: _____

Full Plans Application – Guidance Notes Is This The Right Form For Me?

The Full Plans application is suitable for all types of domestic and non-domestic building work requiring building regulations consent, unlike the Building Notice which is only suitable for certain types of domestic work.

Detailed information and drawings in respect of your proposals must be submitted as part of the application. There follows an approval period during which the proposals will be assessed by Building Control and further queries may be raised or additional information requested. If all is in order then a formal building regulations approval will be issued, (which may have conditions attached to it). If the proposals are still deemed unsatisfactory or queries remain unanswered at the end of the approval period then a rejection will be issued.

The main advantage of the Full Plans application (as opposed to the Building Notice) is that you have the opportunity to gain full approval of your proposals before work commences. This minimises the risk of non-compliant works being carried out since we will have had the opportunity to highlight and discuss with you (or your agent) any deficiencies in the design at an early stage.

You may commence work at any time once a valid application has been deposited, provided you give us 48 hours notice that you intend to do so. If you commence work before the application has been approved however then this will be at your own risk, since at this stage your proposals will not have been assessed for compliance with the building regulations. You are advised to liaise closely with Building Control in these circumstances.

The applicant has a responsibility to contact the Building Control Section at various stages to arrange for a surveyor to visit. This responsibility is usually passed on to the contractor, and in these cases it is normal for the surveyor to deal directly with them unless the applicant has requested otherwise.

What Must I Send With The Application?

- A completed application form.
- Fully detailed and to-scale drawings showing the proposed building work, as well as the effect the works will have on any existing building.
- A full technical specification which, when read in conjunction with the drawings is sufficient to demonstrate compliance with Requirements A to P of the building regulations. *(the specification may be included on the drawings)*
- **Note: 2 copies of all drawings and specifications are required, or 3 in the case of buildings to which the Regulatory Reform (Fire Safety) Order 2005 apply (primarily non-domestic properties).**

- An accurate site location plan to a scale of not less than 1:1250 which shows the position of the building, its boundaries and any adjacent buildings or features.
- The appropriate fee (see note to Section 8 below).

Works To Provide Facilities For The Disabled:

If the works proposed are purely to provide essential facilities or modifications for registered disabled persons then no fee is payable. However, if some of the proposals go beyond what would be considered essential, then that element of the work would normally attract a fee. To qualify for fee-exemption you must submit with your application written evidence outlining the nature of the disability and the reasons why the work is necessary or beneficial (eg. a letter from a GP or occupational therapist).

Completion Certificates:

It is Herefordshire Council policy to issue completion certificates for all projects, provided that:

- We have been given every opportunity to inspect the works in progress.
- The work carried out complies with all applicable standards.
- Any additional information and certificates requested have been provided and found to be satisfactory.

These notes are for general guidance only. Full details can be found in the Building Regulations (2010) and the Building (Local Authority Charges) Regulations 2010.

THE APPLICATION FORM

Section 1: The applicant is the person on whose behalf the work is being carried out, usually the owner of the building.

Section 2: The agent is any individual or organisation which the applicant may appoint to represent them (eg. an architect or a builder). This may be left blank.

Sections 3-6: Please provide the information requested about the building in question. When describing the proposals (Section 5) please be specific – avoid vague terms such as ‘general alterations’.

Section 7: Tick this box if you **do not** wish there to be any conditions attached to the approval. If you have ticked this box then any queries still outstanding at the end of the approval period, however minor, will cause the application to be rejected.

Section 8 - Charges Made For Applications:

The appropriate fee can be worked out from the attached schedules A, B and C (and see notes below). The total fee is payable with the application.

These standard charges have been set by the authority on the basis the building work does not consist of, or include innovative or high risk construction techniques (details available from the authority) and/or the duration of the building work from commencement to completion does not exceed 12 months.

The charges have been set on the basis that the design and building works is undertaken by a person or company that is competent to carry out the relevant design and building work referred to in the standard charges tables. If they are not, the work may incur supplementary charges.

Please note that the charge payable is for the whole of the service provision. Should the work not commence then a partial refund of the charge, minus an administration charge may be requested by the applicant.

The Additional charge is payable if the electrical work subject to building regulations is not carried out by a Part P Registered electrician. The extra charge is payable when no electrician is specified on the application form, or when no Part P certification is presented upon completion of the electrical works.

A Part P registered electrician is a qualified electrician who also has the necessary building regulations knowledge to enable his accreditation body to certify his work. In order to recover the Local Authority costs if anyone other than a Part P registered electrician undertakes the electrical work the additional charge is payable.

A: For brand new dwellings take the appropriate fee from Schedule A.

Charges are individually determined for the larger and/or more complex schemes. This includes:-

- Work consisting of the erection or conversion of 6 or more dwellings

Or

- Works consisting of the erection or conversion of dwellings where the floor area of a dwelling exceeds 300m²

B: For domestic garages, outbuildings, extensions and alterations, calculate the floor area internally and take the appropriate fee from schedule B.

- *In the case of multi-storey extensions, the floor area of each storey should be included in the total.*
- *Where the proposal includes more than one extension, the floor area of each extension should be added together.*
- *Where the proposal includes both an extension **and** alterations to the existing building, the fees should be calculated separately and added together (schedule B for the extension and schedule C for all alterations).*

C: Alterations not described elsewhere including structural alterations and installations of controlled fittings, (if ancillary to the building of the extension no additional charge), replacement windows and electrical installations.

- *The cost of works must be assessed at the going market rate **as if an outside contractor were engaged to carry out the whole of the work**. You must not reduce the cost of the work to reflect the fact that you may be carrying out some of it yourself, or because you may be obtaining certain materials free of charge. If the stated cost of work seems unrealistic when compared to market averages then the application will not be accepted until a fully detailed and costed breakdown from a professional is provided.*

Individual determination of a charge

Charges are individually determined for the larger and / or more complex schemes.

These include:

- Applications subject to a reversion charge (work reverting from an approved inspector to the local authority)
- Building work that is in relation to more than one building.
- Building work for which there is no standard charge in the tables below, including:
 - Building work consisting of alterations to a non-domestic property (other than extensions) where the estimated cost exceeds £50,000 and
 - Building work consisting of the installation of over 20 windows in a non-domestic property

If your building work is defined as requiring an individual assessment of a charge, you should email buildingcontrolenquiries@herefordshire.gov.uk to with "request for building regulation charge" in the title, or use the contact details on the front of this form.

Section 9: The initial approval period for an application is a maximum of 5 weeks, but this can be extended to 2 calendar months. Applications are dealt with in the order they are received so agreement to the extended period will not affect the time taken to initially assess your proposals. The main purpose in extending the approval period is to give you or your agent longer to collate any additional information and respond to any queries we may have raised. Tick the box in Section 8 if you **do not** agree to the extension of time.

Please Send Your Completed Application To:

Herefordshire Council
Building Control
PO Box 230
Hereford
HR1 2ZB

Cheques should be made payable to
'Herefordshire Council'

NOTE:

Unless informed otherwise, it is normal practice of Building Control to communicate via a professional acting on behalf of the applicant i.e. builder / architect with regard to building regulation matters.

Due to changes to improve our service please note that from 10th October 2011 all drawings MUST have a scale bar on them for plan checking purposes. Failure to provide this information may delay registration of your application.

Building Control Charges

THE BUILDING (LOCAL AUTHORITY CHARGES) REGULATIONS 2010

Valid from 12/01/2012

TABLE A

STANDARD CHARGES FOR THE CREATION OF OR CONVERSION TO NEW DWELLING

This shows the charges for small domestic buildings, for example new houses and flats. These charges apply if the total internal floor area of each building except any garage or carport, is not more than 300m² and the building is not more than three storeys (each basement level is counted as one storey).

Number of dwellings	Application charge £	Regularisation charge £	Additional charge £
1	£655	Use regularisation form	£180
2	£895	Use regularisation form	£245
3	£1,150	Use regularisation form	£305
4	£1,355	Use regularisation form	£370
5	£1,565	Use regularisation form	£430

*** NOTE – ALL CHARGES INCLUDE VAT @ 20%**

Charges are individually determined for the larger and/or more complex schemes.
This includes:-

- Work consisting of the erection or conversion of 6 or more dwellings

Or

- Works consisting of the erection or conversion of dwellings where the floor area of a dwelling exceeds 300m²

These standard charges have been set by the authority on the basis the building work does not consist of, or include innovative or high risk construction techniques (details available from the authority) and/or the duration of the building work from commencement to completion does not exceed 12 months.

These standard charges have been set by the authority on the basis the design and building works is undertaken by a person or company that is competent to carry out the relevant design and building work referred to in the standard charges tables. If they are not, the work may incur supplementary charges.

The Additional charge is payable if the electrical work subject to building regulations is not carried out by a Part P Registered electrician

A Part P registered electrician is a qualified electrician who also has the necessary building regulations knowledge to enable his accreditation body to certify his work. In order to recover the Local Authority costs if anyone other than a Part P registered electrician undertakes the electrical work the additional charge is payable.

STANDARD CHARGES FOR OTHER BUILDING WORK

The following tables are included as examples only, these classifications are not prescriptive

TABLE B

Domestic extensions and alterations to a single building

Category	Description	Application charge	Regularisation charge	Additional charge
1	Extension floor area not exceeding 10m ²	£325	Use regularisation form	£180
2	Extension floor area exceeding 10m ² but not exceeding 40m ²	£475	Use regularisation form	£180
3	Extension floor area exceeding 40m ² but not exceeding 60m ²	£625	Use regularisation form	£180
4	Extension floor area exceeding 60m ² but not exceeding 200m ²	£795	Use regularisation form	£180
5	Loft conversion	450	Use regularisation form	£180
6	Erection or extension of a single storey non exempt garage or carport up to 100m ²	£325	Use regularisation form	£180
7	Conversion of a garage ancillary to a dwelling to habitable room(s)	£325	Use regularisation form	£180

*** NOTE – ALL CHARGES INCLUDE VAT @ 20%**

These standard charges have been set by the authority on the basis the building work does not consist of, or include innovative or high risk construction techniques and/or the duration of the building work from commencement to completion does not exceed 12 months.

These standard charges have been set by the authority on the basis the design and building works is undertaken by a person or company that is competent to carry out the relevant design and building work referred to in the standard charges tables. If they are not, the work may incur supplementary charges.

STANDARD CHARGES FOR OTHER BUILDING WORK

The following tables are included as examples only, these classifications are not prescriptive

TABLE C - ALL OTHER WORK

Category	Description	Basis of change	Application charge In VAT	Regularisation charge	Additional charge INC VAT
1	Alterations not described elsewhere including structural alterations and installations of controlled fittings (if ancillary to the building works, no additional charge)	Estimated cost £5,000 or less	£190	Use regularisation form	£180
		Estimated cost exceeding £5,000 and up to £15,000	£325	Use regularisation form	£180
		Estimated cost exceeding £15,000 and up to £25,000	£430	Use regularisation form	£180
		Estimated cost exceeding £25,000 and up to £35,000	£530	Use regularisation form	£180
		Estimated cost exceeding £35,000 and up to £50,000	£680	Use regularisation form	£180
2	Window replacement (non competent person scheme)	Fixed price grouped by numbers of windows			
		Per installation up to 20 windows	£125	Use regularisation form	n/a
3	Electrical work (non competent person)	Fixed price based on extent of work			
		Any electrical work other than rewiring a dwelling	£180	Use regularisation form	n/a
		The rewiring or new installation in a dwelling	£375	Use regularisation form	n/a

ESTIMATES

NOTE – ALL CHARGES INCLUDE VAT @ 20%

If the value of works exceeds £50,000 please contact Building Control for an individually assessed charge.