Building Regulation Application: Guidance Notes

When should this form be used?

This form can be used to apply for building regulations consent for all types of building work. You will however need to specify in Section 1 what type of application you are submitting (see notes below). You should not use this form if you wish to submit your application electronically – instead go to www.submitaplan.com.

Section 1 – Application Type

i) 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.

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 means that you can start work knowing that what is proposed will meet the building regulations, which minimises the risk of non-compliant works being carried out and the costly remedial work which can result.

You may commence work at any time by contacting our office and giving notice. You are advised to liaise closely with Building Control in these circumstances.

What to include with a Full Plans Application:

- A completed application form.
- Fully detailed and to-scale drawings of the existing and proposed works
- A full technical specification sufficient to demonstrate compliance with Requirements A to Q of the building regulations. (the specification may be included on the drawings)
- 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 7 below).

ii) The Building Notice is suitable for most types of simple domestic building work (but see exceptions below). You do not need to submit any detailed plans or specifications initially with this type of application, but as a consequence you will not receive a formal building regulations approval – the work will be checked by our surveyors as it proceeds. The Building Notice therefore carries with it a risk that any non-compliant works could be well advanced before they are identified during a visit from our surveyors, which can in some cases result in delays and unexpected costs as the non-compliant works are removed and rebuilt. The Building Notice is therefore best suited to works which are very simple or where the applicant and/or the builder has a thorough knowledge of current building regulations.

There are certain instances where a building notice cannot be used:

- Where the building in question is one to which the Regulatory Reform (Fire Safety) Order 2005 applies (primarily non-domestic properties).
- Where the work will involve building over or within 3m of a foul or storm water sewer owned by the statutory water undertaker (i.e. one which appears on their sewer map). It is your responsibility to investigate whether such a sewer exists on your property before submitting an application (and certainly before commencing work) by checking with your water authority. Building Control can provide some guidance if requested.

What to include with a Building Notice:

- A completed application form.
- 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 7 below).

iii) A Resubmission is to gain approval for an application which has been submitted previously via the Full Plans route but rejected. Provided the proposals are largely unchanged there is no charge for a resubmission. You should include with this form any new or revised design information (as necessary to address the issues which caused the initial application to be rejected).

Note: For all application types only 1 copy of the relevant drawings and specifications are required. Please be aware that anything paper-based which you send to us in connection with an application (both now and in the future) will be scanned and then destroyed. Therefore please do not send any original documents which you would not want to see destroyed.

Section 2: The applicant is the person on whose behalf the work is being carried out, usually the owner of the building. The agent is any individual or organisation which the applicant may appoint to represent them (e.g. an architect or a builder). This may be left blank.

Section 3-5: 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’.

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Sections 6: Charges Made For Applications:
The attached Table has a number of standard fees. For all other works please contact a member of the team on 01432 261938 for a bespoke fee quote.

For the purposes of fees, 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.

Please note that the charge payable is for the whole of the service provision. Should the work not proceed then a partial refund of the charge may be requested by the applicant, subject to a deduction to reflect the cost of any administration and assessment work already carried out in connection with the application.

Works Solely to Provide Access/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 (e.g. a letter from a GP or occupational therapist).

Section 7 - Additional Charges Generally:
Please provide here the name and contact address for the person who would be responsible for any future additional charges which may arise if the scope of works should differ fundamentally from what can be anticipated at the outset. You can simply enter ‘as section 2’ (applicant) or ‘as section 3’ (agent) if appropriate.

Section 8 - Conditions to Approval:
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 information still outstanding at the end of the approval period, however minor, will cause the application to be rejected as we will be unable to incorporate conditions requiring the information to be provided later.

Section 9 – Approval Period:
The initial approval period for an application is a maximum of 5 weeks, but this can be extended to 2 calendar months. 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.

Section 10 – Statement:
This declaration can be signed by either the applicant or the agent acting on the applicant’s behalf.

General Notes:
Where an agent is designated in Section 3 it is normal practice for correspondence and discussions in respect of the proposals to be directly with the agent, with the exception of the completion certificate which is normally sent to the applicant. Please advise us if you wish there to be any special contact arrangements contrary to this practice.

During the course of the building works the applicant has a responsibility to contact the Building Control Section at various stages to arrange for a surveyor to visit. The responsibility for maintaining contact with Building Control is usually passed on to the contractor and/or the agent, and so it is normal practice for our surveyor to deal directly with them, unless the applicant has specifically requested otherwise.

Completion Certificates:
It is our 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.
Please Send Your Completed Application To:

Herefordshire Council Building Control
Plough Lane
Hereford
HR1 0LE

bce@herefordshire.gov.uk

Cheques should be made payable to Herefordshire Council

Payment by credit or debit card can be made by calling 01432 261938

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.

DATA PROTECTION ACT:
The information on the application form is required to process your application and to administer this service. It may contain personal data about you. As the data controller of that information, Herefordshire Council is registered under the Data Protection Act 1998 for the purpose of processing personal data in the performance of its legitimate business. Any information held by the Council will be processed in compliance with the eight principles of the Act. Where necessary we may share this personal data with partner organisations for the protection of public funds administered which may include the prevention or detection of fraud and auditing purposes. Further information relating to your rights under the Data Protection Act can be found on the Herefordshire Council website.

**Herefordshire Council; Fees Applicable to Building Regulation Applications**

Our fees are set in line with The Building (Local Authority Charges) Regulations 2010, calculated on the basis of the cost to provide the service.

You will find our fees for certain common building projects set out in the table below:

Please contact us for all other works and we will prepare a bespoke fee quotation for you. When preparing a quotation, we will take account of the cost, the type of building (including any unusual features) and the duration of the work, so please have all the information ready when contacting us.
# Standard Charges

<table>
<thead>
<tr>
<th>Category</th>
<th>Description</th>
<th>Application charge £</th>
<th>Regularisation charge £</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>One new dwelling</td>
<td>£752.40</td>
<td>please contact us</td>
</tr>
<tr>
<td>2</td>
<td>Extension floor area not exceeding 10m²</td>
<td>please contact us</td>
<td>please contact us</td>
</tr>
<tr>
<td>3</td>
<td>Extension floor area exceeding 10m² but not exceeding 40m²</td>
<td>please contact us</td>
<td>please contact us</td>
</tr>
<tr>
<td>4</td>
<td>Extension floor area exceeding 40m² but not exceeding 60m²</td>
<td>please contact us</td>
<td>please contact us</td>
</tr>
<tr>
<td>5</td>
<td>Extension floor area exceeding 60m² but not exceeding 200m²</td>
<td>please contact us</td>
<td>please contact us</td>
</tr>
<tr>
<td>6</td>
<td>Loft conversion</td>
<td>please contact us</td>
<td>please contact us</td>
</tr>
<tr>
<td>7</td>
<td>Erection or extension of a single storey non-exempt garage or carport up to 100m²</td>
<td>please contact us</td>
<td>please contact us</td>
</tr>
<tr>
<td>8</td>
<td>Conversion of a garage ancillary to a dwelling to habitable room(s)</td>
<td>please contact us</td>
<td>please contact us</td>
</tr>
<tr>
<td>9</td>
<td>Window/door replacement up to 12 units</td>
<td>£136.80</td>
<td>Please contact us</td>
</tr>
<tr>
<td>10</td>
<td>Electrical works</td>
<td>£136.80*</td>
<td>Please contact us</td>
</tr>
<tr>
<td>11</td>
<td>Electrical work re-wire</td>
<td>£171*</td>
<td>please contact us</td>
</tr>
<tr>
<td>12</td>
<td>Estimated cost £1,000 or less</td>
<td>£171</td>
<td>please contact us</td>
</tr>
<tr>
<td>13</td>
<td>Estimated cost exceeding £1,001 and up to £5,000</td>
<td>£273.60</td>
<td>please contact us</td>
</tr>
<tr>
<td>14</td>
<td>Estimated cost exceeding £5,001 and up to £15,000</td>
<td>£410.40</td>
<td>please contact us</td>
</tr>
<tr>
<td>15</td>
<td>Estimated cost exceeding £15,000 above</td>
<td>please contact us</td>
<td>please contact us</td>
</tr>
</tbody>
</table>

* All electrical works will require testing and it is your responsibility to have the works tested in line with BS7671

**All charges include VAT at 20% (regularisations are VAT exempt)**

There are certain cases where the charges above would not apply, including:

- Where the total internal floor area of the dwelling (excluding any garage or car-port) is over 300m²,
- Where the dwelling has more than three storeys (a basement counts as one storey)
- Floor areas should be measured internally, and all storeys should be included.
- Where more than one extension is proposed, the floor areas of each can be added together and applied to the table above.

All of the standard charges set out in the table have been set on the basis that the building work does not include highly innovative or high risk construction techniques which are not clearly identifiable at application stage, and that the duration of the building work from commencement to completion does not exceed 12 months. There is also an underlying assumption that the design and construction works will be undertaken by person(s) and/or organisations who are competent to carry out the work described. A further charge may apply in all other cases dependent on the extent to which our level of input must be increased as a result.

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