

The Building Act 1984

The Building Regulations 2010 (as amended)

1 Submission details (tick as required)

Full Plans

Building Notice

Regularisation

Resubmission

Original Application Number

2 Location of building to which the work relates

Address: _____

_____ Postcode: _____

Note: A location plan sufficient to readily identify the site should be included

3 Full description of the work (e.g. single storey extension to enlarge the lounge)

4 Applicant's details (please give **FULL** name, postal address and contact details)

Mr/Mrs/Miss/Ms _____ Name: _____

Address: _____

Postcode: _____ Tel/Mobile: _____

Email: _____

Would the applicant prefer to receive correspondence by email? **YES/NO**

5 Agent's details (if applicable, please give details of the person dealing with the project e.g architect,)

Company: _____ Contact Name: _____

Address: _____

Postcode: _____ Tel/Mobile: _____

Email: _____

Would the agent prefer to receive correspondence by email? **YES/NO**

6 Contractor/Builder details (if known)

Company: _____ Contact Name: _____

Address: _____

Postcode: _____ Tel/Mobile: _____

Email: _____

Commencement date of work: _____

7 Use of the building

Current use _____

Proposed use _____

Will the building be designated under the **Regulatory Reform (Fire Safety) Order 2005?** YES/NO
(i.e. HMO's, hotels, boarding houses, factories, offices, shops etc.)

8 Conditions & extension of time on applications (This only applies to *Full Plans* submissions)

Do you agree to a conditional approval? YES/NO

Do you agree to an extension of the statutory time period from five weeks to two months? YES/NO

9 Charges

Is the building work solely required for disabled people? YES/NO

(If yes, please provide supporting evidence as the works maybe exempt from a charge)

Schedule 1 Erection of new dwellings up to 3 storeys & not more than 300m² in floor area

Is the development funded Privately YES/NO Plot No (s) _____

Housing Association YES/NO Plot No (s) _____

Local Authority YES/NO Plot No (s) _____

Number of dwellings Internal floor area m² Charge £

Schedule 2 Domestic extensions, loft conversions & garages/carports

Extension internal floor area m² Charge £

Garage/carport internal floor area m² Charge £

Loft conversion internal floor area m² Charge £

(For floor areas over 60m² please contact building control)

Schedules 3 and 4 or individual determination of a charge

Estimated cost of works (excluding VAT) £ Charge £

(Please provide a written estimate of the cost of works)

Domestic electrical work (This must be completed where notifiable electrical work is being carried out)

1. Electrics by a qualified electrician to the 17th edition/Part P registered electrician. YES

2. Electrics by anyone other than an appropriately qualified electrician/Part P registered electrician.

YES Additional charge of £300 (inc VAT) is payable.

If this changes during the project additional fees may be required or a refund will be given where appropriate.

10 Additional Building Control Services

LABC Consult – Fire Risk Assessments, please contact Building Control for further information.

11 Consideration of high-efficiency alternative systems for new buildings. (Regulation 25a)

Before construction of a new building starts, the person who is to carry out the work must analyse and take into account the technical, environmental and economic feasibility of using high-efficiency alternative systems.

The person carrying out the work must—

(a) not later than the beginning of the day before the day on which the work starts, give the local authority a notice which states that the analysis referred to above

(i) has been undertaken;

(ii) is documented; and

(iii) the documentation is available to the authority for verification purposes; and

(b) ensure that a copy of the analysis is available for inspection at all reasonable times upon request by an officer of the local authority.

Has consideration been carried out. YES/NO

12 Additional Information

Are there any trees within 20m of the proposed work? YES/NO

What species/type: _____

This notice is given in relation to the building work as described, is deposited in accordance with Regulations 12 (2) and is accompanied by the appropriate charge. I have made the applicant aware of the information on these forms.

Name: _____ Signature: _____ Date: _____

CONTACT INFORMATION - If you require any assistance when making a building regulations application please contact building control for advice on **01189 372449** or email on **buildingcontrol@reading.gov.uk** or alternatively you can write to us at:

Building Control Service,

Civic Offices,

Bridge Street

Reading, RG1 2LU

General Information

You may either submit a “Full Plans” or “Building Notice” for new work. However, the “Building Notice” option cannot be used if:-

- 1) the building is designated under the Regulatory Reform (Fire Safety) Order 2005, this includes, HMOs, offices, shops, factories, and hotels and/or is a workplace.
- 2) the building work is near or over a public sewer.

Inspections of work on site

To comply with Regulation 16 of the Building Regulations 2010 (as amended) you must:-

- a) give notice in writing to the Council two days before building work starts.
- b) give notice to the Council either by phone or in writing when the relevant stages have been reached, as notified by building control.

Application Guidance

Charges	Subject to exemptions, charges are payable on all building regulations applications.
Extension of time	The extension of time gives a further 3 weeks (i.e. from 5 weeks to 2 months) for further information to be provided to the Council.
Conditional approval	The application may be approved subject to certain conditions if you wish. These may be minor modifications, or may require further information to be deposited at a later date.
Buildings controlled under the Regulatory Reform (Fire Safety) Order 2005	If the building is offices and shops; premises that provide care; including care homes and hospitals; community halls; places of worship and other community premises; shared areas of properties that several households live in; pubs; clubs and restaurants; schools and sports centres; hotels and hostels; or factories and warehouses, it may be controlled under the Regulatory Reform (Fire Safety) Order 2005. Part of the building control process involves consultation with the local fire authority on these buildings. A copy of the plans showing compliance with Part B of the building regulations are required for this purpose.
Public Sewers	Following the implementation of the Private Sewers Transfer Regulations 2011, if your proposed work involves building over, or within 3m of a sewer, you are reminded that it is now your responsibility to consult with the relevant sewerage provider and obtain any permission required. Further information is available at www.defra.gov.uk/environment/quality/water/sewage/sewers or email: buildovers@thameswater.co.uk

General Notes

Plans	<p>Full Plans – one copy of this form should be submitted with the appropriate charge and 2 sets of fully detailed scale drawings and any other relevant details such as structural calculations with the application.</p> <p>Building Notice – one copy of this form should be submitted with the appropriate charge and a site plan to a scale of 1:1250 to show the drainage details and boundaries of the site.</p> <p>Regularisation - if you have carried out unauthorised building work, submit one copy of this form including 1 set of plans. Provide any additional details that will demonstrate compliance with the regulations in force at the time.</p>
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Legislation	These notes are for general guidance only; particulars regarding the deposit of plans are contained in Regulation 12 of the Building Regulations 2010 (as amended). It is a criminal offence to carry out work to which the building regulations apply without giving written notice to the Local Authority.
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This application ceases to have effect from 3 years after it is given to the local authority unless work has begun before the end of that period.

Planning

This application relates only to the Building Regulations 2010 (as amended). You may need permission under the Town and Country Planning Act 1990, and other Acts and Regulations. Please ensure that these permissions have been obtained before works start.



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