|  |  |  |
| --- | --- | --- |
| **Building Regulations Full Plans Application** | **East Suffolk Council**  Riverside  4 Canning Road  Lowestoft  NR33 0EQ  Tel : 01394 444219  Email: [buildingcontrol@eastsuffolk.gov.uk](mailto:buildingcontrol@eastsuffolk.gov.uk) | The Building Act 1984  The Building Safety Act 2022  The Building Regulations 2010(as Amended) |

This form is to be used when intending to carry out building work and making an application for **Building Control Approval with Full Plans** if you require a Building Notice, please complete the separate **Building Notice Application** form.

|  |  |  |
| --- | --- | --- |
| **Partnering Application  (Outside East Suffolk Area)** | | |
| **1** |  | **Applicant’s details**  Name:  Address:  Postcode:       Tel:       Email: |

|  |  |  |
| --- | --- | --- |
| **2** |  | **Clients Details (**where different from the applicant**)**  **Is the applicant a ‘Domestic Client’?** (a client for whom a project is being  carried out which is not in the course or furtherance of a business of that client) **Y/N**  Is the Client different to the applicant? **Y/N** If Yes, complete the details below  Name:  Address:  Postcode:       Tel:       Email: |
|  |  |  |
| **3** |  | **Principle Designers Details (the lead or sole designer)**  Name:  Address:  Postcode:       Tel:       Email: |

|  |  |  |
| --- | --- | --- |
| **4** |  | **Principle Contractor Details (the lead contractor)**  **Have you appointed a principal contractor? Y/N If Yes, Complete the principle contractors details below.**  **If No these details must be provided to the Local Authority before the construction phase begins**  Name:  Address:  Postcode:       Tel:       Email: |
|  |  |  |
| **5** |  | **Location of building to which work relates (all must be completed)**  Address:  Postcode: |

|  |  |  |
| --- | --- | --- |
| **6** |  | **Proposed work** **(must be completed)**    Estimated Cost of work |

|  |  |  |
| --- | --- | --- |
| **7** |  | **Details of the existing building (all must be completed where the work relates to an existing building)**   1. Description: 2. Current Use: 3. Current Use of each storey: 4. Height of the existing building : Less than 7.5m  7.5-11m  11-18m  Over 18m 5. The Current number of storey’s: |

|  |  |  |
| --- | --- | --- |
| **8** |  | **Details of the proposed use (all must be completed)**  Where the building comprise more than on use type, please enter details of the propose use of each storey   1. Proposed use: 2. Height of the proposed building : Less than 7.5m  7.5-11m  11-18m  Over 18m 3. The number of storey’s in the building after the proposed works: |
|  |  |  |
|  |  |  |
| **9** |  | **Fire Safety Order (all must be completed)**   1. Is the existing building a building to which the Regulatory Reform (fire safety) order 2005 applies Y/N 2. Is the proposed building a building to which the Regulatory Reform (fire safety) order 2005 applies Y/N |
|  |  |  |
| **10** |  | **Drainage and water supply (all must be completed)**  Where the work involves discharge of foul or surface water, or a new water supply/connection :   1. Is the source of Water to the building from: A water main  a private supply  A Well 2. Is the foul water to be drained to the: foul sewer  Cess Pool  Septic Tank  Treatment Plant 3. Is the surface water to drained to a soakaway  combined sewer  watercourse SUDS |
|  |  |  |
| **11** |  | **BUILDING OVER SEWERS** – **(all must be completed)**  If the answer is **Yes** to any of the following 3 statements – **see Guidance note 11**   1. Is the proposed building footprint within 3m of a drain or sewer that is greater than 150mm diameter? **Y/N** 2. Is the proposed building footprint understood to be over a gully, inspection chamber or manhole? **Y/N** 3. Does the proposed building footprint cover more than 6m of an existing drain or sewer? |
|  |  |  |
| **12** |  | **Local Enactments (all must be completed)**  Please provide details of the steps to be taken to comply with any Local Enactments that may apply to the site: Choose an item. |
|  |  |  |
| **13** |  | **Charges**  **Individually Assessed – Please attach a copy of our written quote (if applicable)**  Who is making the payment - Client  or Applicant  Principle Designer  What method of payment is being used Card Payment  BACS  Online Payment  Registered Disabled Person (see charges over) |
|  |  |  |
| **14** |  | **Commencement of works -** Provide either:  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, details of the work which the client considers amounts to 15% of the proposed work: |
|  |  |  |

**Building Regulations Full Plans Application**

|  |  |  |
| --- | --- | --- |
| **15** |  | **STATEMENT (must be completed)**  This notice is given in relation to the building work as described and is submitted in accordance with The Building Regulations and the current East Suffolk Council Building Regulation Charges Scheme. I understand that further fees will be payable following the first inspection by the authority for a Full Plans application. **(cross any boxes that apply):**  I disagree to the Council exercising the option to approve the application with conditions if considered appropriate.  I will require a copy of the inspection notes within 5 days of each visit.  By signing this application, I can confirm that I have the permission of the applicant/client to do so and con provide evidence if requested.  Signature**:**  Name :  Date:  **Where the application is made by someone on behalf of the client**, the client must sign below confirming they agree to the application being made and that the information contained in the application is correct.  Client/applicant Signature**:**  Name :  Date: |

**FULL PLANS APPLICATION**

**For your application to be valid you must complete section 1, 5-12 and 15 failure to complete these sections will delay the registration of your application.**

You may use a Full Plans application for any type of work. Full Plans applications benefit from a full check at design stage for compliance with the Building Regulations. You must submit a Full Plans Application if the works involve a building to which the Regulatory Reform (Fire Safety) Order 2005 applies or the work which includes the erection of a building fronts onto a private street. *NOTE - Plans are only full plans if they consist of—*

*(a) 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;*

*(b) the plans, particulars and statements required by paragraphs (1), (1A) and (2) of regulation 13;*

*(c) 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*

*(d) any other plans which are necessary to show that the work would comply with these Regulations.*

**APPLICANTS DETAILS –**The applicant is the person who is making the application, this could be the same as the client, principal designer, or contractor.

**CLIENTS DETAILS -** The client is the person for whom the work is being carried out. A domestic client is a client for whom a project is being carried out which is not in the course or furtherance of a business of that client.

**PRINCIPAL DESIGNERS DETAILS -** The principal designer is the lead or sole designer appointed under regulation 11D to perform the duties of a principal designer under The Building Regulations etc. (Amendment) (England) Regulations 2023.

**PRINCIPAL CONTRACTORS DETAILS -** The principal contractor is the contractor appointed under regulation 11D of The Building Regulations etc. (Amendment) (England) Regulations 2023, and may be any person (including a client, but not a domestic client) who, in the course of a business, carries out, manages, or controls the building work for this project. **These details must be provided to the Local Authority before the construction phase begins.**

**IMPORTANT INFORMATION – CLIENT APPOINTMENT OF PRINCIPAL CONTRACTOR AND DESIGNER.** If a domestic client fails to appoint, as per Regulation 11D, these roles automatically default as follows:

* The designer in control of the design phase of the project is the principal designer.
* The contractor in control of the construction phase of the project is the principal contractor.

The majority of commercial clients will have the appointments in place, however, if not the client can temporarily take on these roles until appointments are made, as per Regulation 11D. In all cases the duty holders must be aware of their responsibilities under the new regulations, including the need to provide compliance declarations upon completion of the building work.

**LOCATION OF BUILDING TO WHICH WORK RELATES -** Please state the full address of the building or site to which the work relates including name/number, road, parish and postcode where available.

**PROPOSED WORK -** Briefly describe the proposed works to be undertaken. Please provide the reference number for any planning permission obtained in connection with the works.

**EXISTING USE OF BUILDING** - Where the work consists of work to an existing building, provide a description of the existing building, details of the current use of the building, including the current use of each storey, the height of the building and 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.

**PROPOSED USE OF BUILDING** - State the proposed use of building (e.g. dwelling, office, factory etc), including the proposed use of each storey, the proposed height of the building and 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.

**FIRE SAFETY ORDER -** State whether the Regulatory Reform (Fire Safety) Order 2005 applies to the existing and/or proposed building where the work is intended, this includes shops, offices, hotels, hostels for hotel staff, boarding houses, factories and other uses.

**DRAINAGE AND WATER SUPPLY –** provide details of the:

* Water supply
* Foul water drainage
* Surface water drainage

**BUILDING OVER SEWERS –** Should the answer be ‘**YES**’ to any of these questions, consultation with Anglian Water will be necessary beyond this application for building control approval with full plans. Work should not commence on site until this consultation has been made and a positive response from the Anglian Water has been received.

Contact Anglian Water Tel: 0345 60 66 087 Email: [developmentservices@anglianwater.co.uk](mailto:developmentservices@anglianwater.co.uk)

**LOCAL ENACTMENTS –** Provide details of the steps to be taken to comply with any local enactments that may apply.

**CHARGES -** An application must be accompanied by the appropriate payment for it to be valid. Inspection charges will be invoiced following the first inspection. Plan fee Payments can be made on the East Suffolk website [MyServices - My East Suffolk](https://my.eastsuffolk.gov.uk/MyServices) using your reference number beginning with BC/

**Individual Charges:** Applications are individually assessed for charges. You should obtain a quote for the works before making your application. This can be done via emailing [bcfeequotes@eastsuffolk.gov.uk](mailto:bcfeequotes@eastsuffolk.gov.uk)

**Registered Disabled:** Indicate whether the work is to be carried out solely for someone with disabilities. Proof of eligibility for exemption must be provided with the application.

**COMMENCEMENT OF WORKS –** Provide details of:

* 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, details of the work which the client considers amounts to 15% of the proposed work.

**Note: Not more than five days after the day on which work is to be regarded as commenced (in accordance with regulation 46A) the person carrying out the work must inform Building Control.**

**STATEMENT -** Print your name, sign and date to confirm that all details are correct and to confirm acceptance of the statement. Where the application is made by someone on behalf of the client:

* a statement is to be attached signed by the client, or
* a statement is to be sent via email from the client (from their personal email address – not a generic one),

confirming they agree to the application being made and that the information contained in the application is correct.

**Other Permissions**

You may also need permission under the Town and Country Planning Acts for your proposal. For more information, contact the Development Control or the Design and Conservation Sections at Riverside, 4 Canning Road, Lowestoft, Suffolk, NR33 0EQ

**General Data Protection Regulations 2018**

The information you have supplied is being collected in accordance with The Building Act 1984 and The Building Regulation 2010, and will be used for determination of building regulation matters. Your information will not be used for any other purpose and will not be shared with any other third parties, unless permitted by law. Your information will be retained until the end of the retention period which is fifteen years from the issue of the completion certificate. Data will be processed and held securely and in accordance with the General Data Protection Regulation and the Data Protection Act 2018 (and any updates).

Further information about data protection can be found on the East Suffolk Website [www.eastsuffolk.gov.uk](file://es-data/data/Building%20Control/WDC/Building%20Control%20Forms/www.eastsuffolk.gov.uk).

**Equalities Act/Party Wall Act/Energy Ratings with Carbon Indexing for new dwellings, flats, and conversions**

Please consider the possible implications of these requirements on your proposals.

**Your Comments, good or bad are welcomed to help improve our service to you**

Write in or phone us on 01394 444219 or Email [buildingcontrol@eastsuffolk.gov.uk](mailto:buildingcontrol@eastsuffolk.gov.uk) Visit our website at [www.eastsuffolk.gov.uk](http://www.eastsuffolk.gov.uk) for further information.

**Useful Internet Site Address**

www.planningportal.gov.uk