

Building Regulations Application



East Suffolk Council
Riverside
4 Canning Road
Lowestoft
NR33 0EQ
Tel : 01394 444219
Email: buildingcontrol@eastsuffolk.gov.uk

**Building Regulations
Plan Number:**
This box is for office use only

The Building Act
The Building Regulations

IMPORTANT: PLEASE CROSS ONE BOX ONLY FOR TYPE OF APPLICATION, SEE GUIDANCE NOTES ON NEXT PAGE

- BUILDING NOTICE**
- FULL PLANS**
- REGULARISATION CERTIFICATE**

Date when work carried out

1 Applicant's details

Name: _____

Address: _____

Postcode: _____ Tel: _____ Email: _____

2 Agent's details (if applicable)

Name: _____

Address: _____

Postcode: _____ Tel: _____ Email: _____

Builders Name (if Known): _____ Tel: _____

3 Location of building to which work relates

Address: _____

Postcode: _____

4 Description of proposed work

5 Use of building

1. If new building or extension state proposed use: _____

2. If existing building state present use and number of storeys in building: _____

3. Is it the intention to carry out building work in relation to a building which is, or will be, within the scope of the Regulatory Reform (Fire Safety) Order 2005? Yes No Please cross appropriate box

6 Charges (see guidance on next page for more information)

1. Individual fee quote requested : Yes No (Tick Appropriate Box) Details Enclosed

Cheque enclosed/to follow Card Payment - Agent or Applicant Other Payment Method

Registered Disabled Person (see charges over)

7 Statement: This notice is given in relation to the building work as described, and is submitted in accordance with The Building Regulations and is accompanied by the appropriate fee. I understand that for a Full Plans Application further fees may be payable following the first inspection by the local authority.
(cross any boxes that apply):

I disagree to the Council exercising the option to approve the application with conditions if considered appropriate.

I disagree to an extension of time for the consideration of this application in order to allow negotiations to take place prior to formal decision being issued, such extension to terminate two months from the date of deposit of plans.

I confirm that **I will** be using a Part P registered electrician and therefore will not incur a further charge.

All applications:

Signed (type your name): _____

Date (DD/MM/YYYY): _____



Notes to help you with your application

When to use a Full Plans Application

You may use a Full Plans application for any type of work. Full Plans applications benefit from the issue of a decision notice and provision of a certificate on satisfactory completion of the works.

The description of the work and the plans we need

A brief description of the proposed work. To submit a full plans application you will need detailed specifications and scaled drawings of your project. Upon receipt and acceptance we will check your plans and make sure they meet the requirements of the Building Regulations. We will liaise with you with regards to any points that need addressing in order to comply with the regulations. Once approved you or your builder will be aware of what needs to be done at each stage of the build.

When to use a Building Notice

You may use a Building Notice if:-

- (a) The work **does not** involve the construction, extension, or underpinning of a building, which will be over or within 3 m of a Public Sewer or Disposal Main.
- (b) The use of the building and/or work **does not** fall under the regulatory reform (fire safety) order 2005.
- (c) The work, which includes the erection of a building, **does not** front into a private street.

Description of the work

This should be provided, ideally with plans or basic sketches to promote understanding of the proposed work.

Regularisation Certificate Application – for work after 1985

When building work has already been carried out, but a formal application under the Building Regulations has not been made, and you need the work to be formally recognised as satisfying the Regulations, you can submit a Regularisation Certificate Application.

The owner of the building is under no obligation to submit a Regularisation Certificate Application to the local authority; equally, the local authority is under no obligation to accept a Regularisation Certificate Application, nor having accepted the application issue a Regularisation Certificate, unless the work is shown or made to comply with reasonable requirements.

The giving of this notice does not prejudice the enforcement powers contained in the Building Act, which remains available to the local authority.

Description of work and plans needed

Briefly describe the works carried out. Apart from minor works that do not affect the layout of the building, detailed plans should be sent showing how the work complies with the Regulations. As much detail as possible should be shown to reduce the time spent in contacting you for further information. You should send us **one** set of the plans. We may require you to open up the work for inspection where necessary and the applicant must be willing to comply with all such reasonable requests.

Commencement and Inspection Notices

Depending on your chosen application method, either Full plans or Building Notice an individual inspection plan will detail the legal stage notification required specifically for your development. Inspections may be booked via a direct mobile phone call with the allocated Area Surveyor or by contacting the office by phone or by email. Please contact your area surveyor to discuss your inspection requirements.

Charges

The charges for Building Regulations applications are individually calculated and specifically tailored for each project. To request an individual fee quote please contact East Suffolk Building Control on 01502 523061, alternatively email BCfeequotes@eastsuffolk.gov.uk. A surveyor will then contact you via phone or email within 2 working days with your personalised quote. Your quote will then be valid for a period of three months. Inspection charges will be invoiced following the first inspection (full plans only), unless requested otherwise we will send the invoice to the applicant. For disabled works proof of registration will be required and confirmation the proposed works are solely for that person.

Methods of Payment

A completed application form is required in order for payments to be made. Payments can either be made by card over the phone or by cheque.

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

UK 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 UK 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.

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 01502 562111 or Email buildingcontrol@eastsuffolk.gov.uk Visit our website at www.eastsuffolk.gov.uk for further information.

Useful Internet Site Address

www.planningportal.gov.uk