

Building Regulations Application for Building Control Approval with Full Plans (England)

The Building Act 1984, The Building Safety Act 2022, The Building Regulations 2010, The Higher-Risk Buildings (Descriptions and Supplementary Provisions) Regulations 2023.

1 Contact Information for Various Interested Parties

CLIENT (PERSON/COMPANY REQUESTING THE BUILDING WORK)

Title *	First name *	Surname *
Organisation		
Building Name/No. *	Street *	
Locality	Town/City *	
Postcode *	Tel *	Email *

PERSON/COMPANY SUBMITTING ON BEHALF OF THE CLIENT (IF APPLICABLE)

Title *	First name *	Surname *
Organisation		
Building Name/No. *	Street *	

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Locality

Town/City *

Postcode *

Tel *

Email *

Important: Where the application is not being submitted by the client, the authority will contact them via email to provide a 'Statement of consent/Client Confirmation', signed and dated, stating that they agree that the application can be made and the information contained in the application is correct. The application will not be processed until they have approved it.

2 Principal Designer & Principal Contractor

PRINCIPAL DESIGNER (PERSON/COMPANY)

The principle designer is the person responsible for specifying the works. Legally you must provide these details.

Title *

First name *

Surname *

Organisation

Building Name/No. *

Street *

Locality

Town/City *

Postcode *

Tel *

Email *

PRINCIPAL CONTRACTOR (PERSON/COMPANY)

The principle contractor is the person responsible for carrying out the works. This will have to be supplied once building works start.

Title

First name

Surname

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Organisation

Building Name/No. *

Street *

Locality

Town/City *

Postcode *

Tel *

Email

3 Structural Engineers Details (if applicable)

Not using a chartered engineer to provide structural details may delay the plan checking process.

Title

First name

Surname

Membership Number

Email

Professional Body (ICE/ISE)

Grade (Member/Associate/Graduate)

4 Site This Application Relates To

Organisation

Building Name/No. *

Street *

Locality

Town/City *

Postcode *

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Brief description of the proposed building works *

Type of Work*

Cost of Works £*

Please ensure that if the client is a business, that you do NOT select Domestic.

Total internal floor area of new extension or building (if applicable) in Square Metres. (Required if you want us to calculate the fee)

If this application is being submitted under the partnership scheme, please advise who the partner authority is

5 Use of Building After proposed work is complete

For details of how heights are measured see [Regulation 5](#).

For details of how number of storeys are determined see [Regulation 6](#).

1. What is the intended use of the building? *

2. What is the intended use of each storey? *

3. Height of building after proposed work (metres) *

(as determined in accordance with Regulation 5 of the Higher-Risk buildings (Description and Supplementary Decisions) Regulation 2023)

4. Number of storeys after proposed work *

(As determined in accordance with Regulation 6 of the higher-Risk Buildings (Descriptions and Supplementary Provisions) Regulations 2023)

EXISTING BUILDING (ONLY COMPLETE WHERE WORK IS TO AN EXISTING BUILDING)

1. What is the intended use of the building?

2. What is the intended use of each storey?

3. Height of building after proposed work (metres)

(as determined in accordance with Regulation 5 of the Higher-Risk buildings (Description and Supplementary Decisions) Regulation 2023)

4. Number of storeys after proposed work

(As determined in accordance with Regulation 6 of the higher-Risk Buildings (Descriptions and Supplementary Provisions) Regulations 2023)

DRAINAGE

Does requirement H4 (building over sewers) apply to the proposed work?

☐ Yes ☐ No ☐ Unknown

If H4 is applicable, please provide details of precautions to be taken

FIRE SAFETY

The building is one to which the Regulatory Reform (Fire Safety) Order 2005 applies or will apply after completion?

☐ Yes ☐ No ☐ Unknown

Please refer to [Regulation 46A](#) for further clarification of the definition of commenced. Please use the facility in Submitaplan > Manage Existing Applications> Site Information to notify us of this point being reached during the building works.

Date when work will commence / foundations complete / approx. 15% complete (if known)

6 Compliance Testing

During the design and as-built process there will be a requirement for you to obtain assistance in respect of compliance services: Hertfordshire Building Control has partnered with ATSPACE Ltd in order to assist in the delivery of those services.

With that in mind, would you like to receive a Free, No Obligation quotation in respect of any of the following Compliance Services?

Engagement of Atspace Ltd does not constitute a guarantee by Hertfordshire Building Control that all relevant compliance standards have been met for the specified areas.

ENERGY

- ☐ **SAP Calculations:** Part L1 Residential New build, Conversion, Extension
- ☐ **Water flow rate Calculations:** Part G
- ☐ **SBEM Calculations:** Part L2 Commercial New build, Conversion, Extension

AS-BUILT COMPLAINT

- ☐ **Air Pressure Testing:** Part L Pre-Testing: Passive House: Commercial
- ☐ **Sound Insulation Design & Testing:** Part E
- ☐ **Ventilation Flow rate testing:** Part F
- ☐ **I'd like free consultancy on any of the above services irrespective of any quotation.**

7 New Dwellings or Student Accommodation Bedspaces

IF NEW DWELLINGS ARE BEING ERECTED, PLEASE INDICATE THE NUMBER OF DWELLINGS FOR EACH CATEGORY

Private Enterprise	Social Landlord	Local Authority	Student Accom. Bed spaces

Building Safety Levy

From the 1st of October 26, there is a building safety levy payable for developments that create 10 or more residential units. Or 30 or more bed-spaces for student accommodation.

There are exceptions, if the new dwellings are for social housing, or for a non-profit organisation then the levy may not be payable. If you have answered 10 or above for Domestic above, or 30 or more for the Student Accommodation above please select the type of development you consider your project to be : Please provide the Planning Application Reference (on the next page) that this application relates to If you have answered "BSL Does not Apply", please explain your reasons. Evidence should be uploaded via the Supporting Documents submitted with this application.

Checks will be made to ensure that this application matches the planning application and does not relate to a wider development. For more details see the government guidance [here](#).

Please indicate if you believe the Building Safety Levy Applies

☐ Yes ☐ No

If you have indicated 10 or more Private Enterprise dwellings or 30 or more Student Bed Spaces and have selected "No", please explain your reasoning

8 Planning Consent and Optional Requirements

(ONLY COMPLETE THIS FOR NEW BUILD PROPERTIES)

Has **Planning Consent** or **Lawful Development** been applied for or granted for the proposed work?

☐ Yes ☐ No

If Yes then please provide the Planning Reference Number

Have **Optional Requirement** conditions been imposed by the Planning Consent that apply to the work?

☐ Yes ☐ No

If "Yes" please provide details of the proportion required for

M4(2) Units Required

M4(3(a)) Units Required

M4(3(b)) Units Required

(if the condition has been discharged, please provide details of the plots with higher access requirements)

Has the higher water efficiency level of 110 l/day/person been conditioned?

☐ Yes ☐ No

9 Charges

If you have already been quoted a figure, please provide details

Any further information which may assist in calculating the correct charge?

If you don't add the charge, we will calculate this for you and advise of the applicable charges

Full Plans Charge £

VAT £

Total £

☐

Please tick this box if the whole works are solely for the benefit of a registered disabled person

10 Requirements & Payment

REQUIREMENTS

Do you consent to plans being passed subject to requirements where appropriate?

Yes

No

(Requirements are modifications that the local authority may specify must be made in the full plans, or further plans as the authority may specify must be provided before work to which those plans relate starts.)

Do you agree to an extension of the statutory 5 week period if necessary?

Yes

No

The extension of time gives you further time to provide any additional information that may be required as part of the approval.)

PAYMENT

Once your application has been checked, we will contact the person indicated to arrange payment.

Please indicate who is responsible for paying the building control fees

If you have selected OTHER then you must give details of that person here, otherwise leave this blank

First name

Surname

Address

Locality

Town/City

Postcode

Tel

Email

11 Electrical Work

ELECTRICAL INSTALLER

If the works include controlled electrical work in a dwelling house/flat, are you using an installer registered with a relevant competent persons scheme?

☐ Yes

☐ No

☐ N/A

12 Additional Information

VARIOUS OTHER DETAILS

1. Are there any trees on/adjacent to the site? (if yes, please show on a plan)

☐ Yes

☐ No

2. Any other information you would like to make us aware of

13 Statement & Signature

The application is an application for building control approval with full plans given under [regulation 12\(2\) \(b\)](#) together with the appropriate charge. I understand that a further charge may be payable following the first inspection by the Local Authority if the appropriate charge has not been paid in full upon deposit of the application.

Signature of applicant (where the applicant is not the client)

☐

I / we apply for building control approval with full plans as described on this form and as detailed on any supplementary documents. *

Sign here (enter your name as a digital signature) *

Date *

Signature of client (where the client is not the applicant):

☐

I, the client, confirm I agree to the application being made and that the information contained in the application is correct.

Sign here (enter your name as a digital signature) *

Date *

☐

Select here if you prefer **NOT** to receive correspondence electronically

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Note. Once submitted, you may use the "Manage Existing Application>Plans and Documents to view, print or download a copy of this application form. Please wait 5 minutes after Submission. All correspondence from us can be accessed via the "Manage Existing" facility in your Submitplan account.

Hertfordshire Building Control Ltd is the Data Controller for the purposes of data protection legislation. All personal information is held and processed in accordance with this. Please refer to their [Privacy Notices](#) published on their website. Please contact us if you need the privacy notice in an alternative format.