

If your application is regarding works to a High Risk Building under the Building Safety Act 2022 and the Higher-Risk Buildings (Descriptions and Supplementary Provisions) Regulations 2023, You must direct your application to the national Building Safety Regulator:

<https://www.gov.uk/guidance/manage-a-building-control-application-for-a-higher-risk-building>

1 Submission Details

Is this a 'Full Plans Submission'

Or a 'Building Notice'?

Please tick as appropriate

See guidance note 13

2 The Address of the Site/Premises

Postcode

Approx. Age of Property:

3 Full Description of the Work

e.g. Single storey extension to enlarge the lounge

Commencement date if known:

4 Applicant's/Client's Details

Please give the FULL name, postal address and daytime telephone number. Where the applicant is not the Client please also provide the Client's contact details.

Applicants Details:

Name:

Address:

Post Code:

Tel:

Email:

Clients Details:

Name:

Address:

Post Code:

Tel:

Email:

5 Agent's Details (if applicable)

Please give details of the person dealing with the project.

Name:

Address:

Post Code:

Tel:

Email:

6 Use of building

e.g. Dwelling, office or shop

1. State present use:

2. State proposed use:

Please indicate if the building is a 'workplace' that will be subject to provisions of the Regulatory Reform (Fire Safety) Order 2005

YES NO
See guidance note 13.1

7 Proposed Contractor/Builder

If known, please provide the contact details of the principal contractor/builder for these building works.

Name:

Address:

8 Prescribed Period - (Full Plans Submission only)

The Building Act allows five weeks to give a decision on a 'full plans' submission. Our aim is to process every submission as soon as possible. In some cases we may require more information from you. To allow you time to obtain this information, we suggest that you agree to the extension of the five week period to two months. **It will not delay our processing of your application.**

Do you consent to an extension of time?

YES NO

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Commencement of Work

Please can you provide the date of the Commencement of works (if known). If you are unsure as to what works qualify as commencement please contact us.

Date:

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Conditions - (Full Plans Submissions only)

Do you consent to the plans being passed subject to conditions where appropriate?

YES

NO

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Charges - Please make cheques payable to the appropriate Council.

Table A. Dwellings not more than 3 storeys & not more than 300m² in floor area

Number of Dwellings

For all other dwellings use table C

£

Table B. Certain domestic extensions & work

Floor area (m²)

Extensions & Loft Conversions with floor area over 80m² use table C

£

Table C. Other works based on the full estimated cost

Estimated Cost

£

Important - Please complete this box to avoid a possible delay with the processing of your submission.

£

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Statement

This notice is given in relation to the building work as described, in accordance with Building Regulation 12 (2) (a) (b) and is accompanied by the appropriate payment. I/We understand that further charges may be payable by the client following the first inspection by the local authority.

By signing this application form you accept that you have read and understood your role and responsibility as the person carrying out the work, if you are the designer or contractor you understand and have explained yours' and your client's role and responsibility as laid out in Part 2A Regulation 11 of the Building Regulations.

Name:

Signature:

Date:

If the application is being made on behalf of a Client this form needs to be signed by the Client confirming they agree to the application being made and that the information contained in the application is correct.

Client

Name:

Signature:

Date:

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Terms and Guidance

This form will usually be acceptable for submission to any Local Authority in England and Wales.

1 Submission options.

You may choose to use either the 'Application for Building Control approval with Full Plans' or the 'Building Notice' option. However, the 'Building Notice' option cannot be used where:

- the building is or contains a 'workplace' under the Regulatory Reform (Fire Safety) Order 2005 which includes offices, shops, factories and hotels. With these types of buildings we are required to consult with the fire authority.
- the building work is over or near a public sewer.

The following information should be submitted together with one completed copy of this form.

i. Full Plan Applications:-

A full set of plans including construction details must be submitted for approval.

ii. Building Notice

If the work relates to an extension a site plan must be submitted. Additional written information may also be requested at any time.

Application:-

2 Public Sewers:-

You cannot build over, or within 3 metres of a public sewer without the consent of the Public Water Utility Company.

3 The Party Wall Act 1996:-

If your proposals involve works to, or near to a party wall or boundary. The Party Walls etc. Act 1996 may apply to you, you are advised to check on this.

4 Data Protection Act 1998:-

In order to improve our services to you we may share the information supplied by you in this form with other parts of the Council. We do not disclose your details to anyone outside the Council except in accordance with the Data Protection Act 1998.

5 Electrical Works:-

Please be aware that where electrical work is 'notifiable' and is undertaken by an electrician who is not a member of a Part P 'Competent Persons Scheme' a charge may be made to recharge may be made to recover the Council's cost in checking this. For details please refer to charges form.

6 Client:-

Client is defined as :- 'Any person for whom a project is carried out'

7 Supplementary charges:-

These charges have been set on the basis that the building work does not consist of, or include, innovative or high risk construction techniques and/or the duration of the building work from commencement to completion does not exceed 12 months. If no inspections are carried out within a 12 month period an additional fee of £156.00, Inc VAT, will be applied. The charges have also been set on the basis that the design and building work is undertaken by a person or company that is competent to carry out the relevant design and building work. If they are not the work may incur supplementary charges.

IMPORTANT : PLANS OR NOTICES MUST BE SUBMITTED TO THE COUNCIL UNDER THE BUILDING REGULATIONS AND ANY NECESSARY PLANNING PERMISSION OBTAINED (If you haven't already so you are advised to contact your local Development Control Office), BEFORE ANY WORK ON SITE IS COMMENCED.

Swindon Borough Council - Wat Tyler House, Beckhampton Street, Swindon. SN1 2JH
Tel: 01793 466050 email: bcontrol@swindon.gov.uk Web: www.swindon.gov.uk