



Building Regulation Application for Building Notice or
Building Control Approval with Full Plans

Building Regulations Application Form (England)

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

ALL SECTION OF THIS FORM SHOULD BE COMPLETED

1 Is this an application for:

Full Plans Approval Resubmission Building Notice Partnership Application

2 Applicant details

Name:

Address (incl postcode):

Phone:

Email:

3 Client details (where different from the applicant)

Name:

Address (incl postcode):

Phone:

Email:

4 Principal contractor/Sole contractor details (where known)

Name:

Address (incl postcode):

Phone :

Email:

5 Principal designer/Sole or Lead designer details

Name:

Address (incl
postcode):

Phone

Email:

6 Regulatory Reform (Fire Safety) Order 2005 (as amended)

Is the building a building to which the [Regulatory Reform \(Fire Safety Order 2005\)](#) applies or will apply after completion of the building work*?

Yes No

7 Location of site to which the building work relates

Address of site, including postcode (please also include a location plan)

Planning permission number (if applicable):

8 Existing buildings (append additional information where necessary)

Where applicable, provide a description of the existing building, including:

(i) details of the current use of the building, including the current use of each storey

(ii) the height of the building

(iii) 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](#)

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9 Proposed works (append additional information where necessary)

Provide a description of the proposed work, including:

- (i) details of the intended use of the building, including the intended use of each storey
- (ii) the height of the building after the proposed work
- (iii) the number of storeys in the building after the proposed work as determined in accordance with [Regulation 6 of the Higher-Risk Buildings \(Descriptions and Supplementary Provisions\) Regulations 2023](#)
- (iv) the provision to be made for the drainage of the building
- (v) where paragraph [H4 of Schedule 1](#) imposes a requirement, the precautions to be taken in the building over a drain, sewer or disposal main to comply with the requirements of that paragraph
- (vi) the steps to be taken to comply with any local enactment that applies

10 Commencement (append additional information where necessary)

State 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, state the details of the work which the client considers amounts to 15% of the proposed work. (This is different to the **start date**)

11 Granting of an application for building control approval with full plans subject to requirements (applications for building control approval with full plans only)

Do you consent to the application for building control approval with full plans being granted with requirements*?

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.

12 Prescribed Period (applications for building control approval with full plans only)

Do you consent to an extension of time?

Yes No

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. This can be extended further by agreement. It will not delay our processing of your application.

13 Foul drainage and water supply:

Connected to a main sewer? **OR**

On-site disposal (e.g. septic tank/treatment plan)

Water supply: Mains supply **OR**

Private supply (e.g. borehole)

Are you aware of any public sewers passing within 3m of the proposed building work?

Yes No

(You must notify the local water authority before building near any drains which serve other properties in addition to your own. We are not able to accept a Building Notice where this is the case unless you already have their consent)

14 Declaration

This application for building control is in relation to the building work etc., as described above. It is submitted in accordance with [Regulation 12\(2\)\(a\)](#) for Building Notices and [Regulation 12\(2\)\(b\)](#) for Approval with Full Plans and is accompanied by the appropriate charge

I understand that further applicable charges (such as inspection fees) may become payable by the building owner following the first inspection undertaken by the local authority

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

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

Date:

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

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

Date:

Charges for building regulation applications:

Please contact bce@herefordshire.gov.uk for a fee quote or Tel: 01432 261938

Please note, in the event that any additional charges become payable in the future e.g. the scope of work changes the applicant will be contacted.

The application for building control approval with full plans to inform the local authority of building work etc., is restricted to certain building types. Additional information will also be required to accompany your application for building control, depending upon the work proposed. Further information can be found in the notes and checklists on our website [Building regulations application forms and guidance – Herefordshire Council](#) This form cannot be used for building control approval applications for higher-risk building work or stage of higher-risk building work or for work to existing higher-risk buildings. Applications for building work to higher-risk buildings can be made [here](#). Form created in October 2023.