



Application for Building Control approval with Full Plans

The Building Act 1984, The Building Safety Act 2022

The Building Regulations 2010, The Higher-Risk Buildings
(Descriptions and Supplementary Provisions) Regulations 2023

Building Regulations Reference Number:

1) Applicant

Name:

Address: (including postcode)

Postcode:

Telephone:

Email:

2) Client details (where different from applicant)

Name:

Address: (including postcode)

Postcode:

Telephone:

Email:

3) Principal contractor/Sole contractor (Where know)

Name:

Address: (including postcode)

Postcode:

Telephone:

Email:

4) Principal designer/Sole designer details

Name:

Address: (including postcode)

Postcode:

Telephone:

Email:

5) Regulatory Reform (Fire Safety) Order 2005 (as recommended)

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 *delete as appropriate.

6) Location of site to which building work relates.

Address: (including postcode)

Postcode:

7) Existing Buildings (append additional information where necessary)

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

- (i) Details of the current use of the building, including the current use of each store
- (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 of Supplementary Provisions) Regulations 2023**

8) 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 of 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.

9) 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

10) Granting of an application for building control approval with full plans subject to requirements

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

Yes / No *delete as appropriate.

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.

11) Declaration

This application for building control approval with full plans is in relation to the building work etc., as described above. It is submitted in accordance with Regulation 12(2)(b) 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 as described on this form and as detailed on any supplementary documents.

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

Signature
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)

Signature
Date

Guidance Notes

FULL PLANS 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 which fronts onto a private street.

1. **APPLICANTS DETAILS** –The applicant is the person who is making the application, this could be the same as the client, principal designer, or contractor.
2. **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.
3. **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.

The regulations require that these details must be provided to the Local Authority before the construction phase begins.

4. **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.

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.

5. **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.
6. **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.
7. **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.
8. **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 as this helps us with processing your application.

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.

9. 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.

CHARGES - An application must be accompanied by the appropriate payment for it to be valid. Inspection charges will be invoiced following the first inspection. Application fees can be paid via telephone with support of our Admin Team on **01529 308136**

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 Department via planning@n-kesteven.gov.uk or telephone **01529 414155 to speak to them directly.**

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).

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 approval with full plans, depending upon the work proposed. Further information can be found in the attached notes and checklist. 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.