***BEDFORD BOROUGH COUNCIL***

***Building Control Services***

***Borough Hall  
Cauldwell Street  
Bedford.***

***MK42 9AP***

**Tel: (01234) 718081**

**Email: buildingcontrol@bedford.gov.uk**

# **Council logo**

**Building Regulations Application for Building Control Approval**

**with Full Plans**

The Building Act 1984

The Building Act 2022

The Building Regulations 2010 (as amended)

The High-Risk Buildings (Descriptions and Supplementary Provisions) Regulations 2023

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**Applicant details** (see note 1)

Name:

Address:

Postcode:       Tel:       email:

**Client details** (where different from applicant)

Name:

Address:

Postcode:       Tel:       email:

**Principal Contractor/Sole Contractor details** (where known)

Name:

Address:

Postcode:       Tel:       email:

**Principal Designer/Sole or Lead Designer details**

Name:

Address:

Postcode:       Tel:       email:

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

Is the building to be put, or intended to be put, to a use to which the Regulatory Reform (Fire Safety) Order 2005 applies? **No / Yes**

**Location of site to which the building work relates**

Address:       Postcode:

**Existing buildings** (append additional information where necessary)

(i) State current use of building including current use of each storey:

(ii) Height of the building:

(iii) Number of storeys in the building as determined in accordance with Regulation 6 of

the High-Risk Buildings (Descriptions & Supplementary Provisions) Regulations 2023

**Domestic Electrical Work** (domestic applications that include electrical work only)

Will a competent electrician who is registered with a Part P Self Certifying Scheme carry out the electrical installation? **No / Yes**

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**Proposed Work** (append additional information where necessary)

Provide a description of the proposed work:

(i) Details of the intended use of the building, including the intended use of each storey:

(ii) Height of the building after the proposed work:

(iii) (iii) Number of storeys in the building after the proposed work as determined in accordance with Regulation 6 of the High-Risk Buildings (Descriptions & 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 the paragraph:

**Extension of Time & Granting of Approval Subject to Requirements**

(see note 3)

Do you agree to the time taken to reject or approve the plans being extended from 5 weeks to 2 months? **No / Yes**

Do you consent to the application for building control approval with full plans being granted subject to conditions/requirements where appropriate? **No / Yes**

**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

**Charges** (see note 4 and our Guidance Note on Charges for information).

No of dwellings/Replacement Windows:

Floor Area:

Estimated Cost:

Plan Charge Enclosed £

**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 charges) 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):       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:**

### Guidance Notes

**1** The applicant is the person on whose behalf the work is being carried out, eg the building’s owner.

**2** One copy of this notice should be completed and submitted with plans and particulars in duplicate in accordance with the provisions of Building Regulation 14.

Subject to certain exceptions where Part B (Fire Safety) imposes a requirement in relation to proposed building work, two further copies of plans which demonstrate compliance with the requirements should be deposited.

**3** Conditions/Requirements are modifications that the local authority may specify must be made in the full plans, or further plans and must be provided before work to which those plans relate starts.

**4** Subject to certain exceptions a Full Plans Submission attracts charges payable by the person by whom or on whose behalf the work is to be carried out. Most charges are payable in two stages. The first charge must accompany the deposit of plans (Plan charge) and the second charge is payable after the first site inspection (Inspection charge) of work in progress. The second fee is a single payment in respect of the relevant work to cover all site visits and consultations which may be necessary until it is satisfactorily completed.

When fees are based on estimated cost of the work, an estimate of the total cost of the work shown on the plans must be provided.

The appropriate charge is dependent upon the type of work proposed. Scales of charges and methods of calculation are set out in the Guidance Notes on charges which is available on request.

**5** These notes are for general guidance only; full particulars regarding the deposit of plans are contained in Regulation 14 of the Building Regulations 2010 and, in respect of fees, in the Building (Local Authority Charges) Regulations 2010.

**6** Persons proposing to carry out building work or make a material change of use of a building are reminded that permission may be required under the Town and Country Planning Acts.

**7** This application shall cease to have effect from three years after it is given to the Local authority unless the work has been commenced before the expiry of that period and due notice has been given to the Local Authority.

Bedford Borough Council is registered under the Data Protection Act 1998 for the purpose of processing personal data in the performance of its legitimate business. Any information held by the Council will be processed in compliance with the principles set out in the Act.

The Council must protect the public funds it holds so any information you provide on this form the Council may be used by the Council to prevent and/or detect fraud. The information may be shared, for the same purpose, with any other organisations which handle public funds.

Further information relating to the Data Protection Act can be sent to you on request.

If you have concerns about the processing of your personal data by the Council you may contact the Head of Building Control or the Data Protection Officer at Borough Hall Cauldwell Street Bedford MK42 9AP or the Information Commissioner’s Office at Wycliffe House Water Lane Wilmslow Cheshire SK9 5AF.