

# Building Regulation application form

The Building Act 1984  
The Building Regulations 2010

## 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 Details - *Please give the FULL name, postal address and daytime telephone.*

Name:

Address:

Postcode:

Tel:

Email:

## 5 Agent's Details (if applicable) - *Please give details of the person dealing with the project.*

Name:

Address:

Postcode:

Tel:

Email:

## 6 Use of building - *e.g. Dwelling, office or shop...*

1. State present use:

2. State proposed use:

## 7 Previous applications

Is this a re-submission for this project?

YES

NO

Reference number:

## 8 Electrical Work

Please indicate whether all electrical work associated with this submission will be undertaken by a person who is a member of a Part P Competent Person Scheme.

YES

NO

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 recover the Council's costs in checking this element of the project.

For details please refer to our charges.

## 9 Prescribed Period - (Full Plans Submissions 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

## 10 Conditions - (Full Plans Submissions only)

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

YES

NO

11

## Charges - Please make cheques payable to the appropriate Council.

**ENCLOSED  
CHARGES**
**Table A. Dwellings not more than 3 storeys & not more than 250m<sup>2</sup> in floor area.**

 Number of dwellings  For other dwellings use table C
£ 
**Table B. Certain domestic extensions & work**

 Floor area (m<sup>2</sup>) 

 Extensions & Loft Conversions with floor area over 80m<sup>2</sup> use table C
£ 
**Table C. Other works based on the full estimated cost**

 Estimated cost 
**Important - Please complete this box to avoid possible delay with the processing of your application.**
£ 

## 12 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 applicant following the first inspection by the local authority.*

Name: \_\_\_\_\_

Signature: \_\_\_\_\_

Date: \_\_\_\_\_

## 13 Notes 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 'Full Plans' or '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
- i. Full plans submission:** A full set of plans including constructional detail must be submitted for approval.
- ii. Building notice submission:** If the work relates to an extension a site plan must be submitted. Additional written information may also be requested.
- 2 Public Sewers:** You cannot build over, or close to a public sewer without the consent of the Public Water Utility Company
- 3 The Party Wall Act:** If your proposals involve works to, or near to a party wall or boundary, The Party Wall etc. Act 1996 may apply to you.
- 4 Data Protection Act: & GDPR** 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 will not disclose to anyone outside the Council except in accordance with the Data Protection Act 1998/2018. Please visit [www.bathnes.gov.uk/council-privacy-notice](http://www.bathnes.gov.uk/council-privacy-notice) to view the Council's privacy notice in relation to your data.

**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 done so you are advised to contact your local Development Control Office), BEFORE ANY WORK ON SITE IS COMMENCED.**

For further information or advice on Building Regulation matters please contact your local Building Control Department:-

### Bath & North East Somerset Council

 Lewis House Manvers Street  
BATH BA1 1JG  
Tel: 01225 477517

 Email: [building\\_control@bathnes.gov.uk](mailto:building_control@bathnes.gov.uk)  
Web: [www.bathnes.gov.uk/buildingcontrol](http://www.bathnes.gov.uk/buildingcontrol)

### South Gloucestershire Council

 PO Box 299 Civic Centre High Street  
Kingswood Bristol BS15 0DR  
Tel: 01454 868004

 Email: [building.control@southglos.gov.uk](mailto:building.control@southglos.gov.uk)  
Web: [www.southglos.gov.uk](http://www.southglos.gov.uk)

### North Somerset Council

 Town Hall, Weston-super-Mare,  
BS23 1UJ  
Tel: 01275 884 550

 Email: [bc.info@n-somerset.gov.uk](mailto:bc.info@n-somerset.gov.uk)  
Web: [www.n-somerset.gov.uk](http://www.n-somerset.gov.uk)

### Wiltshire Council

 Monkton Park, Chippenham SN15  
1ER  
Tel: 0300 456 0113

 Email: [buildingcontrol@wiltshire.gov.uk](mailto:buildingcontrol@wiltshire.gov.uk)  
Web: [www.wiltshire.gov.uk](http://www.wiltshire.gov.uk)

### Bristol City Council

 City Hall, Bristol City Council, PO Box 3176  
Bristol, BS3 9FS  
Tel: 0117 922 3000

 Email: [building.control@bristol.gov.uk](mailto:building.control@bristol.gov.uk)  
Web: [www.bristol.gov.uk](http://www.bristol.gov.uk)

### Swindon Borough Council

 Wat Tyler House, Beckhampton Street  
Swindon, SN1 2JH  
Tel: 01793 466050

 Email: [buildingcontrol@swindon.gov.uk](mailto:buildingcontrol@swindon.gov.uk)  
Web: [www.swindon.gov.uk](http://www.swindon.gov.uk)

# Building Control Charges

The Building (Local Authority Charges) Regulations 2010  
Valid from 3rd April 2023 (vat 20%)

**General Notes:**

1. Building regulation charge - this is due when the building regulation application is made; either a Full Plans application or a Building Notice application.

Table A	New Dwellings (up to 250m <sup>2</sup> )		
Number of dwellings	BUILDING REGULATION CHARGE		
	Charge	VAT	Total
1	683.33	136.67	820.00
2	900.00	180.00	1,080.00
3	1150.00	230.00	1,380.00
4	1433.33	286.67	1,720.00
5	1708.33	341.67	2,050.00

**Table A Notes: New dwellings over 250m<sup>2</sup> in floor area or over 5no. dwellings - please contact us for advice.**

Table B	Works to domestic buildings		
Type of work	BUILDING REGULATION CHARGE		
	Charge	VAT	Total
Garages and car ports up to 40m <sup>2</sup>	190.00	38.00	228.00
Garages and car ports over 40m <sup>2</sup> up to 60m <sup>2</sup>	316.67	63.33	380.00
Extensions up to 10m <sup>2</sup>	383.33	76.67	460.00
Extensions over 10m <sup>2</sup> up to 40m <sup>2</sup>	500.00	100.00	600.00
Extensions over 40m <sup>2</sup> up to 60m <sup>2</sup>	583.33	116.67	700.00
Extensions over 60m <sup>2</sup> up to 80m <sup>2</sup>	641.67	128.33	770.00
Loft Conversions up 40m <sup>2</sup>	420.00	84.00	504.00
Loft Conversion over 40m <sup>2</sup>	Please contact us for a specific quote		

**Note: If you are submitting an application for an extension and loft a conversion, the charge for the loft conversion will be reduced by 50%**

Conversion of garage into living accommodation	270.00	54.00	324.00
Renovation of a thermal element i.e Re-covering Roof, External Wall Insulation	145.00	29.00	174.00
Replacement windows	145.00	29.00	174.00
Installation of wood burner	195.00	39.00	234.00
Electrical work - (non Competent Persons Scheme)	400.00	80.00	480.00
Insertion of one supporting beam	155.00	31.00	186.00
Insertion of two supporting beams	225.00	45.00	270.00
Insertion of three supporting beams	280.00	56.00	336.00
<b>FOR ALL OTHER WORK TO DWELLINGS PLEASE SEE TABLE C</b>			

**Table B Notes:**

1. References to floor area relate to the total internal floor area of all storeys.
2. Where more than one extension is proposed, the floor areas can be added together to determine the charge.
3. Some alterations to existing buildings to improve facilities for disabled persons are exempt from charges. For details and advice please contact us.
4. For extensions over 80m<sup>2</sup> please contact us for advice and a specific quote.

Table C	All Other Building Work		
Total estimated cost of works £	BUILDING REGULATION CHARGE		
	Charge	VAT	Total
0 -1000	160.00	32.00	192.00
1,001-2,000	225.00	45.00	270.00
2,001-5,000	283.33	56.67	340.00
5,001-10,000	325.00	65.00	390.00
10,001-15,000	370.00	74.00	444.00
15,001-20,000	435.00	87.00	522.00
20,001-30,000	510.00	102.00	612.00
30,001-40,000	580.00	116.00	696.00
40,001-50,000	660.00	132.00	792.00

**FOR PROJECTS WITH AN ESTIMATED COST OVER £50,000 PLEASE CONTACT US FOR ADVICE**

**Table C Notes:**

1. Please enclose a written estimate of the cost of work. We may request a more detailed estimate to justify any charge submitted.
2. For replacement windows in non-domestic buildings please contact us to receive a specific quote.
3. 'Total Estimated Cost' means a reasonable estimate that would be charged by a professional builder but excluding professional (Architects/Surveyors) fees and VAT. DIY estimates cannot be accepted.
4. Disabled persons - some alterations to existing buildings to improve facilities for disabled persons are exempt from building regulation charges. For details and advice please contact us.

**You can make a building regulation application to us either online, by email, telephone or post.**

**Bath & North East Somerset Council  
Building Control Services  
Lewis House  
Manvers Street  
Bath BA1 1JG**

**Tel: 01225 477517  
Email: [building\\_control@bathnes.gov.uk](mailto:building_control@bathnes.gov.uk)  
Web: [buildingcontrol.bathnes.gov.uk](http://buildingcontrol.bathnes.gov.uk)**



**Build with Confidence  
Build with Bath & North East Somerset Council  
Building Control services**