



# Building Regulation application form

Bath & North East  
Somerset Council

The Building Act 1984 The Building Safety Act 2022  
The Building Regulations 2010

## 1 Submission Details

Is this an 'Application for building control approval with full plans'? or a 'Building Notice'?

*please tick as appropriate  
See guidance note 13*

## 2 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:

*See guidance note 13*

## 4 Applicant's/Client's Details *Please give the FULL name, postal address and daytime phone number. Where the Applicant is not the Client please also provide the Client's contact details. See guidance note 13*

### Applicant

Name:

Address:

Postcode:

Tel :

Email:

### Client

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:

3. Will the Regulatory Reform (Fire Safety Order) 2005 apply to this building after the building work is completed? YES NO  
(see guidance note 13)

## 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 - applications for building control approval with full plans 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. This can be extended further by agreement.

It will not delay our processing of your application. Do you consent to an extension of time? YES NO

## 9 Commencement of Work

Please provide information as to the date when it is proposed the building work will be commenced in accordance with regulation 46A of the building regulations. For a building with foundations this means when the foundations will have been placed and the construction up to ground floor level is complete. For other building work this will be when 15% of the works are completed. Date:

## 10 Requirements - for applications for building control approval with full plans only

Do you consent to your application being granted subject to Requirements where appropriate? YES NO

## Charges - Please make cheques payable to Bath & North East Somerset 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 of works £

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

£

## 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.*

*By signing this application form you accept that you have read and understand your role and responsibility as the person carrying out the work, or, if you are the designer or contractor you understand and have explained yours' and the 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:

## Notes and Guidance

This form will usually be acceptable for applications to any local authority in England.

1. **Application 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:
  - a: 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
  - b. The building work is over or near a public sewer
- i. **Full plans application:** A full set of plans including constructional detail must be submitted for approval.
- ii. **Building Notice application:** 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. You are advised to check this.
4. **Data Protection Act:** In order to improve our services to you we may share the information supplied by you to other parts of the council.  
We will not disclose to anyone outside the Council except in accordance with the Data Protection Act 1998. 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.
5. **Commencement** Commencement of work means the definition given in Regulation 46A of the Building Regulations 2010 (as amended). Generally this means when the foundations and the lowest floor structure is complete or where there is no foundation work when 15% of the work is complete.
6. **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 costs in checking this. For details please refer to our charges form.
7. **Client** Client is defined as:- 'any person for whom a project is carried out'

**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 the Development Control Office), BEFORE ANY WORK ON SITE IS COMMENCED.**

**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: [buildingcontrol.bathnes.gov.uk](http://buildingcontrol.bathnes.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<br>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)**



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