

1 Submission Details

Is this an 'Application for building control approval with full plans'? or a 'Building Notice'? *please tick as appropriate*

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*

4 Applicant's/Client's Details

Please give the FULL name, postal address, email and daytime phone number. Where the Applicant is not the Client please also provide the Client's contact details. We will also require the clients signature.

Applicant

Name:

Address:

Postcode:

Tel :

Email:

Client

Name:

Address:

Postcode:

Tel:

Email:

5 Principal Designer Details (if applicable) *Please give details of the person designing the project*

Name:

Address:

Postcode:

Tel:

Email:

6 Use of Building *These are required fields and must be completed to enable us to register the application.*

1. Existing number of Storeys:

2. Number of storeys once work complete:

3. Existing use of each Storey:

4. Proposed use of each storey:

5. Existing height of building:

6. Height of building once work complete:

If, once the works are complete, the building is 7 or more storeys or over 18m in height and contains more than 1 dwelling the building will be classed as a High Risk Building and we will be unable to accept the application and an application will instead need to be submitted to the Building Safety Regulator.

For details on how to measure the height of your building please follow this link: <https://www.gov.uk/guidance/criteria-for-determining-whether-a-new-building-that-is-being-designed-and-constructed-is-a-higher-risk-building#counting-storeys-and-measuring-height>

For details on how to submit an application to the Building Safety Regulator please follow this link: <https://www.gov.uk/guidance/managing-building-control-approval-applications-for-higher-risk-buildings>

7. Will the Regulatory Reform (Fire Safety Order) 2005 apply to this building after the building work is completed? YES NO

Builders/Contractors Details

If known, please provide the contact details of the principal contractor/builder for these building works

7

Name:
Address:

Provision of Drainage

8

Please detail the provision to be made for the drainage of the building.
Also, where paragraph H4 of Schedule 1 of the Building Regulations imposes a requirement, please detail the precautions to be taken in the building over a drain, sewer or disposal main to comply with the requirements of that paragraph.

Prescribed Period - Applications for building control approval with full plans only

9

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

Electrical Work

10

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 Person 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.

Commencement of Work

11

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:

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

12

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 250m² in floor area.

Number of dwellings For other dwellings use table C

£

Table B. Certain domestic extensions & work

Floor area (m²)
Extensions & Loft Conversions with floor area over 80m² 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

13

This notice is given in relation to the building work as described, in accordance with the 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 principal designer or contractor you understand and have explained yours' and the client's role and responsibilities as laid out in Part 2A regulation 11A-11O 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:

Building Control Charges

The Building (Local Authority Charges) Regulations 2010
Valid from 1st April 2026 (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 ²)		
Number of dwellings	BUILDING REGULATION CHARGE		
	Charge	VAT	Total
1	900.00	180.00	1,080.00
2	1,200.00	240.00	1,440.00
3	1,500.00	300.00	1,800.00
4	1,800.00	360.00	2,160.00
5	2,150.00	430.00	2,580.00

Table A Notes: New dwellings over 250m² 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 ²	325.00	65.00	390.00
Garages and car ports over 40m ² up to 60m ²	425.00	85.00	510.00
Extensions up to 40m ²	580.00	116.00	696.00
Extensions over 40m ² up to 60m ²	730.00	146.00	876.00
Extensions over 60m ² up to 80m ²	820.00	164.00	984.00
Loft Conversions up 40m ²	550.00	110.00	660.00
Loft Conversion over 40m ²	650.00	130.00	780.00

Note: If you are submitting an application for an extension and loft a conversion, the charge for the loft conversion will be reduced by 25%

Conversion of garage into living accommodation upto 30m ²	340.00	68.00	408.00
Renovation of a thermal element i.e Re-covering Roof, External Wall Insulation	200.00	40.00	240.00
Replacement windows	200.00	40.00	240.00
Installation of wood burner	250.00	50.00	300.00

Insertion of one or two supporting beams	290.00	58.00	348.00
Insertion of three supporting beams	365.00	73.00	438.00

FOR ALL OTHER WORK TO DWELLINGS PLEASE SEE TABLE C

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 80m² please contact us for advice and a specific quote.
5. For Electrical works carried out by a contractor not on a competent person scheme, the fee will be based on a cost recovery basis + 10% administrative fee.

Table C	All Other Building Work		
Total estimated cost of works £	BUILDING REGULATION CHARGE		
	Charge	VAT	Total
0-2,000	290.00	58.00	348.00
2,001-5,000	365.00	73.00	438.00
5,001-10,000	430.00	86.00	516.00
10,001-15,000	490.00	98.00	588.00
15,001-20,000	550.00	110.00	660.00
20,001-30,000	640.00	128.00	768.00
30,001-40,000	720.00	144.00	864.00
40,001-50,000	820.00	164.00	984.00

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
Web: buildingcontrol.bathnes.gov.uk**



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