

If the form is unfamiliar please read the notes or consult the office indicated above

1 Submission details *(please accompanying read notes and guidance section)*

What type of submission would you like to make? *(please tick as appropriate)*

Full Plans Building Notice Regularisation Application *see note for charges*

2 Applicant's details *(see note 1)*

Name (in full):

Address:

Postcode:

Tel:

Fax:

e-mail:

3 Agent's details *(if applicable)*

Name (in full):

Address:

Postcode:

Tel:

Fax:

e-mail:

4 Location of building to which work relates

Name (in full):

Address:

Postcode:

5 Proposed work

Description:

6 Use of building

1. If new building or extension please state proposed use:

2. If existing building state present use (i.e. Domestic dwelling, Industrial, etc.):

3. Is the Building a Building to which the Regulatory Reform (Fire Safety) Order 2005 applies, or will apply after the Completion of the Building Work *(please delete as appropriate)*
YES/NO

7 Conditions/Extension of Time *(see note 1 Prescribed Period overleaf)* *(please delete as appropriate)*

(a) Do you consent to the plans being passed subject to conditions where appropriate? **YES/NO**

(b) Do you consent to an extension of time (Up to two months) **YES/NO**

8 Part P Electrical Safety

(see guidance note for further information on the requirements of Part P Electrical Safety)

Please indicate which of the following methods you intend to use in order to demonstrate that all fixed electrical installation work associated with this application will be designed, installed, and tested in accordance with BS7671:2011 (as amended)

(a) Competent Person Scheme (b) BS7671 Certificate, Qualified Electrician

(c) Building Control Body *(please tick as appropriate)*

9 Charges *(please make cheques payable to Bridgend County Borough Council)*

Table A, Dwellings not more than 3 storeys and not more than 300 square metres in floor area

Floor area (square metres) Number of Dwellings

Table B, Certain domestic extensions, loft conversions, garage/carport

Floor area (square metres)

(extensions with floor area over 60 square metres, please use Table C)

Table C, Domestic alterations

Floor area (square metres) Estimated cost £

Tables D and E, Non Domestic alterations

Floor area (square metres) Estimated cost £

(see notes)

Total cost payable £

I wish to be considered for a disabled persons exemption..... YES/NO *(please delete as appropriate)*

10 Statement

This notice is given in relation to the building work described, is submitted in accordance with Regulation 12(2) (a) (b), or Regulation 18, and is accompanied by the appropriate fee. I understand that further fees may be payable following the first inspection by the local authority.

Name (in full): _____

Signature: _____ Date: / /20

OFFICE USE ONLY

Received by: _____

Receipt No: _____

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 the Full Plans or Building Notice option. However, the Building Notice option cannot be used where:

(a) The building is subject to the Regulatory Reform (Fire Safety) Order 2005 to enable consultation with the Fire Authority.

(b) The building work is over or near a public sewer.

(c) The proposed new dwelling fronts onto a private street.

The following information should be submitted together with one completed copy of this form and the appropriate fee.

Full Plans applications:

Full constructional specification, details and copies of plans.

Building Notice applications:

In the case of a Building Notice a site plan, indicating where applicable size and position of building/extension, boundary and drainage details. (Please note additional information may be required).

Building Regulations

These notes are for general guidance only, particulars regarding the deposit of Full Plans are contained in Regulation 14 and Building Notice in Regulation 13 of the Building Regulations and in respect of charges, in the Building (Local Authority Charges) Regulations 2010.

Regularisation application:

Subject to certain exceptions, a Regularisation Submission attracts charges payable by the owner of the work or for the building. The charge must accompany the deposit of notice and the amount is equal to 150% of the charge excluding V.A.T that would have been payable had the application been deposited prior to the commencement of work.

The appropriate charge is dependent upon the type of work proposed. Charges and methods of calculation are set out in the Guidance Notes on Charges which is enclosed.

The Local Authority may require the applicant to take such reasonable steps, including laying open the unauthorised work for inspection by the Authority making tests and taking samples as the Authority think appropriate to ascertain what work, if any, is required to secure that the relevant requirements are met.

Prescribed Period – (Full Plans Submissions only)

(i) 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.**

(ii) Subject to certain exceptions a Full Plans Submission attract fees payable by the person by whom or on whose behalf the work is to be carried out. Fees are payable in two stages. The first fee must accompany the deposit of plans and the second fee is payable after the first site inspection of work in progress. This second fee is a single payment in respect of each individual building, to cover all site visits and consultations which may be necessary until the work is satisfactorily completed.

Table A, prescribes fees payable for new dwellings.

Table B, prescribes the fees payable for domestic extensions.

Table C, prescribes the fees payable for domestic alterations.

Table D, prescribes the fees payable for other non domestic work/extensions and new build.

Table E, prescribes the fees payable for all other non domestic work/alterations.

The appropriate fee is dependent upon the type of work proposed. Fee scales and methods of calculation are set out in the Guidance Notices on fees which is available on request.

2. Disabled Persons Exemption

For further guidance on this matter, reference should be made to Regulation 4 (1) (a) and (b), 2 (a) and (b), 3 (a) and (b) and (4), Building (Local Authority Charges) Regulations 2010.

3. Address of the site/premises

If a precise address has not yet been allocated please provide an accurate description for location purposes. We will also use this information to determine the location of any public sewers. You cannot build over, or close to, a public sewer without the consent of the Public Water Utility Company.

4. Drainage Connection

Subject to certain provisions of the Water Industries Act 1991, owners and occupiers of premises are entitled to have their private foul and surface water drains and sewers connected to the public sewers where available. Special arrangements apply to trade effluent discharge. Persons wishing to make such connections must give not less than 21 days notice to Dwr Cymru Welsh Water. Tel 08000853968.

5. Completion Certificates

The issuing of a Completion Certificate can only be carried out when safety certificates have been received and the appropriate charge has been paid in full.

6. Part P, Electrical Safety – Dwellings

The following are three methods you may use in order to demonstrate that all fixed electrical installation works associated with this application will be designed installed, inspected and tested in accordance with BS 7671 : 2011 (as amended).

a. Competent Persons Scheme

No additional charge (see list of approved schemes for competent persons advice
For more details and advice visit
<http://www.competentpersons.co.uk>

b. BS7671 Certificate

A qualified electrician will certify that the work has been designed, installed, inspected and tested in accordance with BS 7671 and provide an Electrical Installation Certificate with associated inspection and testing schedules to BS 7671 (NB This option will attract an additional charge, please contact the office to obtain the appropriate fee).

c. Building Control Body

This option will involve a Council employed electrician inspecting, testing and certifying the electrical installation. (N.B. This option will attract an additional charge, please contact the office to obtain the appropriate fee)

7. The Party Wall etc. Act 1996

If your proposals involve works to or near to a party wall or boundary then 'The Party Wall etc. Act 1996' may apply to you. This explanatory booklet can be accessed at:
<https://www.gov.uk/party-wall-etc-act-1996-guidance>

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. If you have any queries, please contact Development Control on 01656 643155.



**For further information or advice on Building Regulation matters, please contact:
Bridgend County Borough Council,
Building Control, Civic Offices, Angel Street,
BRIDGEND CF31 4WB
Telephone No. 01656 643408
e-mail: buildingcontrol@bridgend.gov.uk**

