

PLEASE TYPE OR USE BLOCK CAPITALS

1 Submission details (tick as appropriate)

Full Plans Building Notice Regularisation

2 Address where building work is to be carried out

Address: _____
_____ Postcode: _____

Note: A location plan sufficient to readily identify the site should be included

3 Full description of the work (e.g. single storey extension to enlarge the lounge)

Commencement date if known: _____ No. of storeys: _____

4 Applicant's details (please give FULL name, postal address and contact details)

Mr / Mrs / Ms / Miss: _____

Address: _____
_____ Postcode: _____

E-mail: _____ Tel: _____

Mob: _____

5 Agent's details (please give details of the person dealing with the project e.g. architect, surveyor)

Mr / Mrs / Ms / Miss: _____

Address: _____
_____ Postcode: _____

E-mail: _____ Tel: _____

Mob: _____

6 Where Change of Use has occurred

Present use of building: _____

Previous use of building: _____

7 Plans of regularisation works

YES NO

8 Anticipated length of contract

Number of weeks: _____

9 Use of building

Present Use: _____ Proposed Use: _____

Will the building or part thereof be put to a use which is designated under the Fire Safety Regulatory Reform Order: YES NO
(e.g. hotels, care homes, factories, offices, shops etc).

10 Conditions (*Full Plans Submissions only*)

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

YES NO

11 Prescribed Period (*Full Plans Submissions only*)

The statutory time period for dealing with your application may, by agreement, be extended from 5 weeks to 2 months if necessary.

Please tick the box if you **do not** agree

12 Mode of drainage and water supply (*e.g. to an existing mains sewer or to a new treatment plant*)

Foul Water: _____ NEW EXISTING (please specify)

Surface Water: _____ NEW EXISTING (please specify)

Water Supply Mains Other: _____ (please specify)

Are the proposed works within 3m over a sewer? YES NO

(Please note a building over agreement may be required)

13 Energy Rating

Required for all new build dwellings, non-domestic new build and non-domestic extensions over 500m²

Please state method of compliance and enclose a copy of the relevant certification:

14 Domestic electrical installations

Please confirm whether all necessary electrical work associated with this application will be carried out by an electrician who is a member of an approved competent person scheme:

Yes Details: _____

No Building Control will arrange inspection of electrical work by a consultant

Note this option will attract an additional charge over and above the normal application charge. Please refer to the scheme of charges for details.

15 Planning Permission

Persons proposing to carry out 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:

Have you checked if you require planning consent for the works? YES NO

Have you made an application for planning consent for the works? YES NO

If yes, what is the application reference number? _____

16 Disabled works

Is the work to provide a facility for a registered disabled person? YES NO

D.F.G Number

17 Statement

This notice is given in relation to the building work as described, in accordance with Regulation 12, 2 and is accompanied by the appropriate payment.

FEES

18 TABLE A Erection of new dwellings up to 3 storeys and not more than 300m² in floor area

Is the development funded: Privately Housing Association: Local Authority:

Number of Dwellings:

Fee due: £

TABLE B Extensions

19 Extension to a dwelling floor area not exceeding 10m² Fee due: £

Extension to a dwelling floor area exceeding 10m² but not exceeding 40m² Fee due: £

Extension to a dwelling floor area exceeding 40m² but not exceeding 60m² Fee due: £

Garages and Car Ports

20 Erection or extension of a non exempt **detached** single domestic garage or carport up to 60m² Fee due: £

Erection of a non exempt **attached** single storey extension of a domestic or car port up to 60m² Fee due £

Erection of two storey **detached** garage or car port Fee due £

Other

21 Conversion of a garage (to a dwelling) to a habitable room(s) Fee due: £

TABLE B1 Domestic alterations to a single building

22

Alterations, installation of fittings (not electrical) and/or structural alterations. (If ancillary to the building of the extension no additional charge) Estimated Cost £ Fee due: £

Re-roofing Fee due: £

External Rendering Fee due: £

Solar or photovoltaic panels Fee due: £

Solid fuel appliances Fee due: £

Internal floors & insulation Fee due: £

Window replacement

0 - 2 Windows Fee due £

2 - 8 Windows Fee due £

8 + Windows Fee due £

TABLE C All Other Work

23 Total Cost of Works £ Fee due: £

General Guidance Notes

You may choose to submit either the 'Full Plans' or 'Building Notice' option for new building work however the 'Building Notice' option cannot be used where:

- a) The building is a 'designated use' under the Fire Safety Regulatory Reform Order which includes offices, shops, factories and hotels and/or is a workplace subject to the Fire Precautions (Workplace) Regulations 1997 to enable consultation with the fire authority.
- b) The building work is over or near a public sewer.
- c) The application is for the construction of a new dwelling.

Both methods are inspected on site to ensure compliance with the Building Regulations.

The Regularisation Option is to be used for work that has already been carried out

Full Plans Applications:-

- One copy of this form should be completed and submitted with the appropriate fee and one copy of detailed plans, including full constructional specifications and site plan.
- Please note that if works proceed before a formal approval is given, then this is carried out at your own risk. It may be necessary at a later stage to alter parts of the building work/fittings in order to comply with the vetted approved application.

Building Notice Applications:-

- One copy of this form should be completed and submitted with the appropriate fee and a site plan to of 1:1250 or 1:500 to show drainage details and boundaries of site. Additional information may also be a scale requested, e.g. engineer's calculations.

NB: A Building Notice application will attract a fee 10% higher than the equivalent Full Plans application fee.

Regularisation Application:-

In accordance with Building Regulation 18 (2), the council may require the applicant to take reasonable steps, including laying open the unauthorised works for inspection, making tests and taking samples as the authority think appropriate to ascertain what work, if any, is required to secure compliance with the relevant legislation.

The Party Wall Act 1996:-

Some works in relation to party walls could invoke proceedings under The Party Wall Act 1996, you should understand these requirements prior to undertaking such proposals.

Completion Certificates

Completion certificates will only be issued when an appropriate electrical safety certificate (where applicable) has been received and the relevant Building Regulation charge has been paid in full.

Regulations

These notes are for general guidance only; Full particulars regarding the deposit of the applications are contained in Regulation 12, 13, 14, & 18 of The Building Regulations 2010 and correspondingly in relation to Building Regulation fees the Building (Local Authority Charges) Regulations 2010.

The Council will process your personal data in accordance with Data Protection Legislation. For more inform and access to privacy notes outlining how the Council handles your personal data, please go to the Data Protection Section of the Council's website <https://blaenau-gwent.gov.uk/en/council/data-protection-5a1/>

For further information or advice on Building Regulation matters please contact:

Blaenau Gwent County Borough Council - Building Control,
The General Offices Steelworks Road Ebbw Vale Gwent NP23 6DN

Tel: 01495 364848

E-mail: building.control@blaenau-gwent.gov.uk

