



BUILDING REGULATIONS

FULL PLANS APPLICATION

Planning and Regulation

Building Control Service

PO Box 32, Telegraph House
Baillie Street, Rochdale, OL16 1JH

Tel: (01706) 924327

Fax: (01706) 924628

E-mail: building.control@rochdale.gov.uk

Website: www.rochdale.gov.uk



BUILDING REGULATIONS

FULL PLANS SUBMISSION

The Building Regulations 2010
Building Regulations
Plan Number

Planning and Regulation Services
PO Box 32, Telegraph House
Baillie Street, Rochdale, OL16 1JH

Tel: (01706) 924327
Fax: (01706) 924628

*This form is to be filled in by the person who intends to carry out building work or their agent. If the form is unfamiliar please read the accompanying notes or consult the office indicated above. Please type or use block capitals in black ink. **Two sets of forms & plans are to be submitted. Please read and understand the supporting fee leaflets before completing this form, so that you include in your application, all relevant building regulation work.***

1	Applicant's details (see note 1)	2	Agent's details (if applicable)
	Name:		Name:
	Address:		Address:
	Post Code:		Post Code:
	Tel/Fax:		Tel/Fax:
	Email:		Email:

3	Location of the proposed development	4	Description of the proposed work
	Post code:	4a	Has the work commenced? YES <input type="checkbox"/> NO <input type="checkbox"/>

5	Use of building
	1. If a new building or extension please state proposed use:
	2. If an existing building state present use:
	3. Is the building intended to be put to a use which is designated under the The Regulatory Reform (Fire Safety) Order (RRO) 2005 (i.e. workplaces) YES <input type="checkbox"/> NO <input type="checkbox"/>
	(If YES, please submit two additional copies of plans for Fire Service Consultation purposes)

6	Conditions (see note)
	1. Do you consent to the plans being passed subject to conditions where appropriate? YES <input type="checkbox"/> NO <input type="checkbox"/>
	2. Do you consent to the statutory period of 5 weeks being extended for a further 3 weeks if the Local Authority cannot give a decision within that period? YES <input type="checkbox"/> NO <input type="checkbox"/>
	3. Do you agree to Building Control making minor amendments to your plans if necessary? This may assist us in processing the approval. (see note 2) YES <input type="checkbox"/> NO <input type="checkbox"/>

7	Additional information.
	1. Is this a resubmission of a previous plan? YES <input type="checkbox"/> NO <input type="checkbox"/> If YES, please state previous Building Regulation No:
	2. Have you already obtained planning permission? YES <input type="checkbox"/> NO <input type="checkbox"/> NOT REQUIRED <input type="checkbox"/> If YES, please state planning permission reference:

8	Charges.	
	Plan Charge:	Please read and understand the supporting fee leaflets before completing this form, so that you include in your application, all relevant building regulation work.
	£ _____ + VAT _____ :£ _____	
	Inspection Charge:	
	£ _____ + VAT _____ :£ _____	TOTAL: £
		VAT charged where applicable at the current rate

9	<p>Exemption from charges – Declaration</p> <p>I hereby certify that the work in question:</p> <p>(a) is solely for the purpose of providing means of access to enable disabled persons to get into a building and to any part of it, or for providing facilities designed to secure their greater health, welfare or convenience, and</p> <p>(b) is to be, or has been, carried out in relation to:</p> <p>(i) a building to which members of the public are admitted (whether by payment or otherwise), or</p> <p>(ii) a dwelling, which is, or is to be, occupied by a disabled person.</p> <p>Disabled persons are those who are blind, deaf or dumb, and other persons who are substantially and permanently handicapped by illness, injury or congenital deformity, or other such disabilities.</p> <p>Signed _____ Date _____</p> <p>Note: A charge is required for any other areas of work being carried out that are not solely for the benefit of a disabled person. This includes shared rooms such as family kitchens, lounges, dining areas etc.</p>
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10	<p>Completion Certificate</p> <p>Do you require a completion certificate following satisfactory completion of the building work? YES <input type="checkbox"/> NO <input type="checkbox"/></p> <p>(This can only be issued if the Local Authority are notified within 5 days of completion see Regulation 17). A further late inspection charge may be applicable if a visit is required after this time period has expired.</p>
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11	<p>For completion by Agents</p> <p>This application relates to the work described which is submitted in accordance with Regulation 12(3) and is accompanied by the appropriate fee. I confirm that I am authorised by the applicant to submit this application and that I have explained to the applicant that an *inspection fee* will be payable once the building work commences</p> <p>Where an inspection fee is payable, the invoice should be sent to the following: (if different to that shown in Section 1)</p> <p>NameAddress</p> <p>Agent's Signature Date</p>
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12	<p>For completion by applicants (where there is no agent)</p> <p>I am aware that I am liable to pay an inspection fee on commencement of the work. The invoice should be sent (if different from the applicant's address shown Section 1) to:</p> <p>Name.....</p> <p>Address</p>
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13	<p>Declaration (to be completed in all cases)</p> <p>I hereby deposit this application and confirm that the information provided is accurate to the best of my knowledge.</p> <p>Signature Date</p>
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FOR OFFICE USE ONLY

Work Type: (✓)		Development Category: (✓)		Remarks: (if applicable)
Fensa Building Notice (fee) _____ Fensa Certificate (No Fee) _____ House Alterations _____ House Conversions _____ House Extensions _____ Industrial Buildings _____ Institutional Buildings _____ Offices _____ Other Residential _____ Places of assembly _____ Shops _____ Small Residential _____ Storage Buildings _____		Alterations to Building _____ Extension _____ Extension & Alterations _____ New & Alterations _____ New & Extensions _____ New Development _____ New, Extensions & Alterations _____ Redevelopment _____ Redevelopment & New _____ Replacement Windows _____		
		Payee:		
		Applicant / Agent		
Extension of Time		Inspection Charge:		
Yes / No				
Waste Gas				
Expiry Date		Planning App No:		

Notes:

1. The applicant is the person on whose behalf the work is being carried out, e.g. the building's owner.
2. The Council can approve your application subject to conditions requiring either amendments or further details be submitted. If you agree to the Council doing this, if necessary, please tick **YES**. If you do not agree, it may mean that the Council has no option but to reject your plans if the application does not show that the works will fully comply with the Building Regulations.

3. ELECTRICAL WORK: NEW INSTALLATIONS, REWIRES AND ADDING NEW CIRCUITS TO AN EXISTING INSTALLATION
If the electrical contractor is a member of NICEIC or ECA, they must complete **INSTALLATION CERTIFICATE (FORM 1) BS 7671** (as amended). If the electrical contractor is not a member of NICEIC or ECA, they must complete the **Design and Construction parts of INSTALLATION CERTIFICATE (FORM 2) BS 7671** (as amended) **AND** you are required to arrange for an electrical contractor who is a member of the NICEIC, ECA or a Competent Persons Scheme to inspect and test the installation to enable them to complete the **Inspection and Testing** part of the form. In both instances the electrical contractor is required to complete **Form 3 Schedule of Inspection** and form **4 Schedule of Test Results**.

ADDITIONAL SOCKETS OR LIGHTING POINTS TO AN EXISTING INSTALLATION IN A KITCHEN OR SPECIAL LOCATION
If the electrical contractor is a member of NICEIC, ECA or is qualified with City and Guilds Certificate 2391, they must complete the **Minor Works Certificate (Form 5)**.

COPIES OF THE APPROPRIATE FORMS MUST BE DEPOSITED WITH THE AUTHORITY AT COMPLETION OF THE WORK; FAILURE TO DO SO WILL PREVENT THE AUTHORITY FROM ISSUING A COMPLETION CERTIFICATE AND MAY LEAD TO ENFORCEMENT ACTION TAKEN AGAINST YOU AND/OR YOUR ELECTRICAL CONTRACTOR.

4. Submission attracts charges payable by the person by whom or on whose behalf the work is to be carried out. Charges are in most cases payable in two stages. The first charge must accompany the deposit of plans and the second charge is payable after the first site inspection of work in progress.

This second charge 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.

An additional late inspection charge may be applicable for visits requested more than 5 Days after completion or occupation of the work (Regulation 17).

5. These notes are for general guidance only; particulars regarding the deposit of full plans are contained in Regulation 14 of the Building Regulations 2010 and, in respect of charges, in the Building (Local Authority Charges) Regulations 2010.

6. 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.

7. **TWO** copies of this notice should be completed and submitted with plans and particulars in duplicate in accordance with the provisions of Building Regulation 14.

8. A completion certificate can only be issued if the Local Authority is notified within 5 days of completion (see Regulation 17). A further late inspection charge may be applicable if a visit is required after this time period has expired.

9. Further advice can be found in the Council's Building Control handbook, or on the Council's website at :
www.rochdale.gov.uk/environment_and_planning/building_control.aspx

10. **Please take time to read and understand the supporting fee leaflets before completing this form, so that you include in your application, all relevant building regulation work.**

11. Please note that work relevant to a Full Plans Application must commence within three years of the deposit of the plans to the Council. If work is not commenced within that time period, then the application will cease to be effective, and a new application will need to be submitted prior to the commencement of the work.

SHOULD YOU REQUIRE FURTHER ASSISTANCE PLEASE DO NOT HESITATE TO CONTACT BUILDING CONTROL ON (01706) 924327 OR EMAIL – building.control@rochdale.gov.uk

If you require a copy of this form in a larger format, please contact the office on 01706 924327.

