|  |  |
| --- | --- |
| Buckinghamshire Council Logo | **Directorate for Planning, Growth and Sustainability**  Queen Victoria Road, High Wycombe, Bucks, HP11 1BB  buildingcontrol.wyc@buckinghamshire.gov.uk  01494 421403  www.buckinghamshire.gov.uk |

# BUILDING REGULATIONS APPLICATION

Full Plans Building Notice

|  |  |
| --- | --- |
| **1** | **Your details**  Your full name:  Your address and postcode  Your phone number:  E-mail:  **If you wish to be invoiced for the inspection charge,we will require the applicant’s name, email address and telephone number. Please ensure this section is completed in full.** |
| **2** | **Your agent’s details** (if you have an agent or person submitting this application on your behalf)  Name:  Address and postcode:  Phone number*:*  E-mail: |
| **3** | **The building you want to work on**  Address and postcode: |
| **4** | **The work you want to carry out**  Please list the work you want to carry out:  If an extension or new build, please state the internal floor measurement of the new area: ­\_\_\_\_m²  If the works are alterations or commercial works, please state the estimated cost of works: £\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  If you are applying for one or more **new or replacement dwelling(s)** (not a conversion into a dwelling), a connectivity plan under Part R of the Building Regulations must be submitted with the application. If you do not, the application cannot be registered. |
| **5** | **What you will use the** **building for**  If it is a new buildingor extension, please say what you will use it for:  If it is an old building, please say what it is, or was used for:  Do you want to use the building for something that the Regulatory Reform (Fire Safety) Order 2005applies to? (If YES, you must send us four sets of plans). YES🞏 NO🞏 |
| **6** | **Full Plans Only:**  **Conditions and when we will decide the application**  Do you agree to us passing the plans but setting certain conditions? YES🞏 NO🞏  Do you agree to being given 2 months to submit your amendments? YES🞏 NO🞏 |
| **7** | **Domestic Electrical Work (to be completed for all domestic applications that include electrical work)**  Will a competent electrician, who is registered with a Part P self-certifying scheme, carry out the electrical installation? YES🞏 NO🞏  (if NO see overleaf)  If YES, please supply the Trade Association (e.g. NICEIC, ELECSA etc.) Reg Number: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |
| **8** | **Charges** (see separate guidance note on charges) £\_\_\_\_\_\_\_\_\_\_\_  As quoted on: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_­­­­­­­­­­­­­­­­­­­­­­­­­­\_\_by: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  The request to pay letter will be sent via email to the agent (if there is one). If the payment is not made, a second request letter will be sent. If the payment is not received in 10 working days of the second request letter, the application will be withdrawn. |
| **9** | Have you applied for Planning permission: YES🞏 NO🞏  If NO, you may need Planning Permission. Please contact our Planning team for advice on 01494 421539  If YES, please provide Planning Reference No: |
| **Statement** | |
| Privacy - When a Building Regulation application is submitted the information including personal information (i.e. names and addresses - redacted re telephone numbers and signatures only) will be held on the public register in accordance with the *Building Act 1984 (as amended) (for the purposes of the Building Regulations Part IV Duties of local authorities)*. This information is published on the Council’s website under the Public Access for Planning and Building Control.    If you want your name to be treated as confidential, please inform the Council in writing at the time of submission setting out your reasons but you should be aware that, under the Freedom of Information Act 2000 (FOIA) and Environmental Information Regulations 2004 (EIR), we cannot guarantee confidentiality.  For further information about our Privacy Policy please go to the [Buckinghamshire Council](http://www.southbucks.gov.uk/privacy-notice) website.  I am sending this notice and plans for the building work described under Regulation 12 (2)(b) of the Building Regulations 2010. I have also enclosed the correct charge. | |
| I understand that I may have to pay another charge when you inspect the work for the first time. I will pay this charge when I receive an invoice. | |
| Your name: Your signature: Date: | |

Notes relating to Domestic Electrical Work

**The Council will require that you provide certification of satisfactory testing and inspection for all work not carried out under the Competent Persons Scheme.**

This requirement may unfortunately increase the cost of the application and may cause a delay (arranging for another electrician to carry out an inspection and test).

Any electrical installation undertaken by someone who is not registered with self-certifying association (e.g. NICEIC, ELECSA, NAPIT etc.) must provide an installation certificate, together with a test certificate prepared by a member of the NICEIC etc. For certain minor work, a lesser qualification will be accepted.