

# BUILDING REGULATION APPLICATION

Full Plans Building Notice

The Building Notice route cannot be used if the building is not a single dwelling and/or there is a public sewer of shared drain within 3 metres of any new building or extension

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| --- | --- | --- | --- | --- |
| **Site Address** | |  | | |
| **Description of proposed building work and floor area if applicable** | |  | | |
| **Name and address of builder (if known)** | |  | | |
|  |  | | | |
| **Quotation reference (if applicable)** | |  | | |
| **Fee enclosed**  *Please refer to the charges guidance for the correct plan fee. (The inspection fee will be invoiced following commencement of work).* | | | |  |
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| **Full plans** – *unless you advise otherwise, we will extend the time to determine your application to 8 weeks if necessary and we will also issue a conditional approval (if appropriate).* | | | | |
|  | | | | |
| **Applicant Name** | | |  | |
| **Applicant Address (inc postcode)** | | |  | |
| **Applicant Telephone Number** | | |  | |
| **Applicant Email** | | |  | |
|  | | | | |
| **Agent Name** *(If completed, all*  *correspondence will be sent to your agent)* | | |  | |
| **Agent Address (inc postcode)** | | |  | |
| **Agent Telephone Number** | | |  | |
| **Agent Email** | | |  | |

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| **Statement:** by completing and submitting this form, you are giving notice of your intention to carry out building work and deposit the attached drawings and other documents as required by the building regulations. In the case of a Building Notice, in accordance with Building Regulation 12 (2) (a) it is your intention to carry out the domestic building work described  in Section 3 and 5, of the Building Regulations 2010. | **Signed:** |  |
| **Name:** |  |
| **Date:** |  |

## **NOTES**

### **CHARGES**

Subject to certain exceptions the plan charge must be submitted with the Full Plans application form and plans. The inspection charge is a single payment to cover all site visits and consultations which may be necessary until the work is satisfactorily completed.

The appropriate charge is dependent upon the type of work proposed. A guidance sheet on charges is available on request.

Acknowledgement of payment is issued after deposit of application. Please contact the Building Control Service if an acknowledgement has not been received after 10 working days.

### **COMPLETION CERTIFICATE**

A completion certificate is issued providing all notifications have been given for inspections and the work is in compliance with the regulations.

Applicants are strongly advised to arrange for the completion inspection to be carried out prior to the builder leaving the site.

### **PLANNING PERMISSION**

You should check with the Development Management whether planning permission is needed. Please either visit the website or telephone 01494 421539 for advice.

### **EXTENSION OF TIME AND CONDITIONAL APPROVAL**

If you opt out of the extension of time, we will make a decision within 5 weeks. This may be a rejection if we don’t receive additionally requested information in time following the plan check. Additionally, unless you advise us otherwise, we will issue a conditional approval (if appropriate) if we do not receive additionally requested information in time.

### **CONTACT DETAILS**

If you would like to provide feedback on the service you receive from building control, please contact Steve Norton, Building Control Manager on 01296 585129 or

email: [**steven.norton@buckinghamshire.gov.uk**](mailto:steven.norton@buckinghamshire.gov.uk)

If you require any assistance when making an application, please contact us.

# Building Control Services Buckinghamshire Council Queen Victoria Road

High Wycombe HP11 1BB  
Tel: 01494 421 403

# Email: [buildingcontrol.wyc@buckinghamshire.gov.uk](mailto:buildingcontrol.wyc@buckinghamshire.gov.uk)

# [www.buckinghamshire.gov.uk](http://www.buckinghamshire.gov.uk)

Statement under the General Data Protection Regulation 2018. The information requested on this form is required under The Building Regulations 2000. We will not publish personal information on the internet. The Data Controller responsible for handling your data is the Building Control Manager (buildingcontrol.wyc@buckinghamshire.gov.uk). We may share your information with third parties for checking the technical details of your application on our behalf and with other organisation for the detection and prevention of fraud. For further details, go to [www.buckinghamshire.gov.uk.](http://www.buckinghamshire.gov.uk.)