

Pembrokeshire County Council Building Regulations Submission Form

THE BUILDING ACT 1984
THE BUILDING REGULATIONS 2010

Quality and Excellence in Construction



With effect from 1st October 2017

PLEASE TYPE OR USE BLOCK CAPITALS

1 Application type (tick as appropriate)

Full Plans ☐

Building Notice ☐

Resubmission ☐

Regularisation ☐

For Resubmission, please give previous reference number:

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/Dr: _____

Address: _____

Postcode: _____ Tel: _____ Mobile: _____

Email: _____

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

Company: _____ Contact name: _____

Address: _____

Postcode: _____ Tel: _____ Mobile: _____

Email: _____

6 Person who has liability for payment of the Inspection Charge

Mr/Mrs/Ms/Miss/Dr: First Name: _____ Surname: _____

Address: _____

Postcode: _____ Tel: _____ Mobile: _____

(If a NON LTD company is liable for payment, please provide the proprietors name)

7 Use of building

Present use: _____ Proposed use: _____

Will the building or part, be a relevant building under the Regulatory Reform (Fire Safety) Order 2005

(e.g. commercial buildings, assembly buildings, etc)

Yes ☐

No ☐

If Yes, an additional set of drawings is required to enable consultation with the Fire Service

8 Conditions *(Full Plans Submissions only)*

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

Yes ☐

No ☐

9 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.

Do you agree to this?

Yes ☐

No ☐

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

Means of foul water drainage: _____ New ☐ Existing ☐

Means of surface water drainage: _____ New ☐ Existing ☐

Water Supply: Mains ☐ Other: _____ (please specify)

11 SAP Calculations

SAP Calculation attached ☐

If the proposal is for a new house, flat, conversion or extension (where the area of glazing exceeds 25% of the extension floor area) a design SAP is required to be submitted no later than the day before the work starts on site.

12 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:

☐ Competent Person Scheme

☐ BS7671 Certificate

☐ **NO** Building Control will arrange inspection of electrical work. **(Note this option will attract an additional charge over and above the normal application charge. Please refer to the scheme of charges for details.)**

13 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 or listed building consent for the work?

Yes ☐

No ☐

Have you made an application for planning or listed building consent for the works?

Yes ☐

No ☐

If yes, what is the application reference number? _____

FEES (please see the accompanying fee schedule)**14 Disabled works (exempt charge payment)**

Do the works fall into one of the categories below?

Yes ☐ No ☐

- a) To provide means of access for a disabled person who is a permanent resident at the dwelling.
- b) To provide accommodation or facilities to secure the greater health, safety welfare or convenience of a disabled person who is a permanent resident at the building where the existing accommodation cannot be used for these purposes without assistance.
- c) The new facility is solely for the storage of medical equipment for the use of the disabled resident.
- d) The new room will provide sleeping accommodation for a carer where the disabled resident requires 24-hour care.
- e) To provide means of access for disabled persons to an existing building where the public are admitted.
- f) To provide facilities in a building where the public are admitted to secure the greater health, safety welfare or convenience of a disabled person.

Notes:

The disabled fee exemption does not apply to the construction of a new building.

Where only part of the works meets one of the criteria above, the fee will reflect the exempt element of the works.

15 Charges: (refer to the Building Control Charges and Guidance sheet also)Floor area of extension/non-domestic works m² (Tables B and D)Estimated cost of the works £ (Tables C and E)Development Category (e.g.A1, B35) **Full Plans Application**

	Fee	VAT	Total
Plan fee	£: <input type="text"/>	<input type="text"/>	<input type="text"/>
Inspection fee	£: <input type="text"/>	<input type="text"/>	<input type="text"/>

Building Notice Application

	Fee	VAT	Total
Building Notice fee	£: <input type="text"/>	<input type="text"/>	<input type="text"/>

Application for regularisation**VAT exempt**Fee £: **16 Statement**

This notice is given in relation to the building work as described, in accordance with Regulation 12, 2A and is accompanied by the appropriate payment. I understand that further charges may be payable following the first inspection by the Local Authority, and that the applicant, has been made aware of this.

Signed: _____ Name: _____ Date: _____

For further advice on Building Regulation matters please contact your local Building Control Service, Pembrokeshire County Council

County Hall, Haverfordwest, Pembrokeshire, SA61 1TP

Tel: 01437 764551 Email: building.control@pembrokeshire.gov.uk

APPLICATION NOTES

Full Plans Applications

- One copy of this form should be completed and submitted with the appropriate fee and two copies of detailed plans, including full constructional specifications and site plan to a scale of 1:1250 or 1:2500
- 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 a scale of 1:1250 or 1:2500 to show drainage details and boundaries of site. Additional information may also be requested, e.g. engineer's calculations.

However the 'Building Notice' option can **not** be used where:

- a. The building is a 'relevant building' under the Regulatory Reform (Fire Safety) Order 2005.
- b. The building work is over or within 3m of a public sewer.
- c. The proposed new dwelling/s front onto a private street.

Electrical Installations in Dwellings

Competent Person Scheme – Where electrical installation work is carried out by an installer registered with an authorised Part P competent persons scheme, there is no requirement to submit a building regulation application (refer to separate guidance for list of approved schemes).
BS7671 Certificate – A qualified competent electrician (e.g. qualified to City & Guilds Certificate 2391/17th Edition IEE Wiring Regulations) will undertake the work and certify that it has been designed, installed, inspected and tested in accordance with BS7671 and will provide an Electrical Installation Certificate with associated inspection and testing schedules to BS7671. Refer to separate guidance note for relevant charges.

General Information

Applicant:

The applicant is the person on whose behalf the work is being carried out, e.g. the building's owner.

Agent:

The agent is the person or company dealing with the application. Please note that correspondence will be sent to the person/company named as agent.

Exemption:

Some works solely for the benefit of the disabled are exempt from payment.

Validity:

If work has not commenced after three years from the date the application was submitted, the application will no longer be valid.

Commencement:

When you intend to start work, please contact Building Control giving 48 hours notice. For all other inspections please give 24 hours notice.

Completion:

Please arrange for a final inspection to be carried out in order that the Local Authority may issue a completion certificate. If electrical works have been carried out, we will require a copy of the electrical certificate before we can release our Building Regulation certificate. All relevant charges will be required to be paid before certificate is released. These certificates should be retained with your deeds as they will be required when your property is sold.

Data Protection:

The Council will use the information about you on this form for the purpose of assessing your application for building regulations consent. The works address and description will also be published on our web site. We may share your information with Dwr Cymru Welsh Water, Natural Resources Wales and the Fire Service if required as part of the assessment of your application for building regulations consent.

The information relating to your application will be retained for a period of 15 years from the date of issue of a completion certificate.

The Council delivers a range of services for the benefit of you and the local community. The personal information you provide may be shared between the Council Departments and other agencies where we are legally required to do so.

Complaints, Compliments and Suggestions:

Our complaints procedure is available via our website www.pembrokeshire.gov.uk

This form is also available in Welsh.

You can download a Welsh language form from our website or request via 01437 764551. Please specify which language you would prefer us to respond to with regard to this application:

Welsh ☐ English ☐ Both English and Welsh ☐