

Office use only:

Breckland Council, Elizabeth House, Walpole Loke, Dereham, Norfolk, NR19 1EE

1. Applicant's Details - (the person who is making the application)

Name: _____

Address: _____

Postcode: _____

Telephone: _____ Email: _____

2. Clients Details - (the person for whom the work is being carried out)

Is the applicant a 'Domestic Client'? (a client for whom a project is being carried out, which is not in the course or furtherance of a business of that client): Yes or No: _____

Name: _____

Address: _____

Postcode: _____

Telephone: _____ Email: _____

3. Principal Designers Details (the lead or sole designer)

Name: _____

Address: _____

Postcode: _____

Telephone: _____ Email: _____

4. Principal Contractor Details (the lead contractor)

Have you appointed a Principal Contractor?: Yes or No: _____

If Yes, please complete the Principal Contractors details below. If No, these details must be provided to the Local Authority before the construction works commence

Name: _____

Address: _____

Postcode: _____

Telephone: _____ Email: _____

5. Location of Works

Address: _____

Postcode: _____

6. Description of Works

Proposed work: _____

Estimated cost of work : _____

7. Details of Existing Building (where the work relates to an existing building)

Description of building: _____

Current use: _____ Current number of storeys: _____

Current use of each storey: _____

Height of the existing building: Less than 11m 11m to 18m Over 18m (Please tick box)

8. Details of the Proposed Use

Where the building comprise more than one use type, please enter details of the proposed use of each

Proposed use: _____

Height of the existing building: Less than 11m 11m to 18m Over 18m

Number of storeys in the building after the proposed works: _____

9. Fire Safety Order 2005

Is the building one to which the Regulatory Reform (Fire Safety) Order 2005 applies or will apply after completion of the building work?: Yes / No / N/A _____

Telephone: _____ Email: _____

10. Drainage and Water Supply (please circle)

Proposed foul drainage: **Foul Sewer / Sewerage Treatment Plant / Septic Tank / Cesspool / Other**

Surface water drainage: **Combined Sewer / Soakaway / SUDs / Watercourse / Other**

Car park/paving drainage: **Combined Sewer / Soakaway / SUDs / Watercourse / Other**

11. Charges

Number of New Dwellings: _____ Number of House Types: _____ Number of Flats: _____

Number of Extensions to Existing Dwellings: _____ Extension Floor Area: _____

Number of storeys/floors: _____ Height of Top Floor: _____ Number of stairs: _____ Number of Lifts: _____

Plan Check Fee: £ _____ Inspection Fee: £ _____

12. Commencement of Works - (Provide either)

The date when it is proposed the work will reach the point when it is regarded as commenced (in accordance with Regulation 46A (lapse of Building Control Approval: commencement of work)): _____

Or;

Where the work does not consist of work to which paragraph (2) or (3) of Regulation 46A applies, details of the work which the client considers amounts to 15% of the proposed work: _____

13. Additional Information

(Please circle if applicable)

Do you agree to an extension of time for the consideration of this application (from 5 weeks to 2 months)? **Yes or No**

Do you consent to the application for building control approval with full plans being granted with conditions? **Yes or No**

If the applicable, please provide the associated Planning reference number: _____

14. Electrical Installations

I confirm that either an electrician registered with a competent persons self certification scheme, or an electrician qualified to sign a BS 7671 design, installation and testing certificate will be employed for the works: **Yes** **No**

Please note that additional charges may be payable unless competent electricians are used.

15. Statement

I understand that in determining this application, if the Fire Safety Order 2005 already applies to, or will apply to this building, after this work, then no decision may be made by the Local Authority until the Fire Authority have been consulted on this work and their response is received.

This submission applies to the building work, as described above, and is made in accordance with the requirements of Building Regulations 11A to 11Q, 12(2)(b), 14, 14A and 15A.

I enclose the correct charge and confirm that the applicant is aware that an inspection charge may be due after the first site inspection. I request a Completion Certificate upon satisfactory completion.

Applicant Name: _____ **Applicant Signature:** _____ **Date:** _____

Where the application is being made by someone on behalf on the client, the client must sign below confirming they agree to the application being made on their behalf and that the information contained in the application is correct:

Client Name: _____ **Client Signature:** _____ **Date:** _____

16. General Notes

1. An application for building control approval with full plans must be accompanied by two copies of the full plans, or where Part B of Schedule 1 (fire safety) imposes a requirement in relation to proposed building work, four copies of the full plans (this does not apply where the proposed building work relates only to the erection, extension or material alteration of a dwelling-house or flat)
2. Plans must be drawn to at least the following minimum scales:
 - a) Site plan (showing location of site on Ordnance Survey Map) to a scale of 1:2500
 - b) Block Plan (showing position of building on site) to a scale of 1:1250 or 1:1500
 - c) Plan, Section and Elevations and Drainage of Building to a scale of 1:100 (or similar)
3. In the case of the erection of a dwelling, or a building that is to contain one or more dwellings, an application for building control approval with full plans shall be accompanied by particulars of any public electronic communications network in relation to which a connection is to be provided .
4. Plans are only full plans if they consist of: a description of the proposed building work, renovation or replacement of a thermal element, change to the building's energy status or material change of use, the plans, particulars and statements required by paragraphs (1), (1A) and (2) of Regulation 13, where paragraph H4 of Schedule 1 imposes a requirement, particulars of the precautions to be taken in building over a drain, sewer or disposal main to comply with the requirements of that paragraph and any other plans which are necessary to show that the work would comply with these Regulations.
5. The charge is dependent on the type of work that is carried out. Please see separate charges guidance. You may be eligible for a 'disabled persons' exemption.
6. A separate permission under The Town & County Planning Acts may be required.
7. Charges are payable in two stages, the first charge must accompany the deposit of plans and the second
8. Notice must be given to Norfolk County Council before any opening is made in the highway.

17. Data Protection Act 1988

We will keep any information you give us, in our records, including on computer. We will only use it for the purposes for which you gave it to us and to provide other council services. We will not sell or give the information to a third party, unless it is for anonymous survey, or in connection with government anti-fraud investigations. Please go to the Breckland Council web site for the Building Control Privacy Notice.

**How to contact us:
For further information about Building Regulations charges,
or the services Building Control can provide,
please contact us.**

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

Or visit

www.breckland.gov.uk

