

# Building Regulations Submission

The Building Act 1984  
 The Building Regulations 2010 (as amended)

## Submission Details *Please tick as appropriate*

1

This application is a :

**Full Plans Submission**

A Full Plans application will give you the additional security of knowing your plans have been thoroughly checked by us in advance.

**Building Notice**

The Building Notice option cannot be used where:

- The building is a designated use under the Regulatory Reform (Fire Safety) Order 2005 (e.g. offices, factories, shops, hotels, workplaces)
- The building work is over or near a public sewer.

**Regularisation**

If your application relates to unauthorised building works, i.e. without obtaining building regulation approval first, carried out on or after the 11<sup>th</sup> November 1985, please contact the Building Control Department as a separate Regularisation Notice Application Form **MUST** be used.

2

## Applicant's details

Title:.....First Name in full:(*mandatory*) ..... Surname:.....

Address: .....

.....Postcode:.....

Telephone: ..... Fax: ..... E-mail: .....

3

## Agent's details *(if applicable)* to whom all correspondence should be sent

Title:.....First Name in full:(*mandatory*) ..... Surname:.....

Address: .....

.....Postcode:.....

Telephone: ..... Fax: ..... E-mail: .....

4

## Location of building to which work relates

Address: .....

.....Postcode: .....

5

## Description of proposed work

.....  
 .....  
 .....

**Please indicate the scope of your project by answering the following:**

How many new dwellings are being built?

If a residential extension, please state the increase in total floor area

 m<sup>2</sup>

What is the total FULL estimated cost of work?

 £

Is the proposed work or any part of it subject to LABC Partnering or a current LANTAC approval?

YES  NO

Anticipated date of commencement.....

6

## Use of building

Existing use: ..... Proposed use: .....

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**7 Additional information**

Previous building regulations application number (if any) for substantially the same work App. Number: .....

Planning permission applied for? YES  NO  App. Number: .....

**Electrical Work**  
 Will a competent electrician, who is registered with a Part P self-certifying scheme carry out your electrical installation YES  NO

If Yes, please supply the trade association (e.g. NICEIC) Registration Number Reg. Number: .....  
 If No, please see note overleaf

**8 Charges** (See separate guidance note for details of charges)

Please tick and complete **ONLY ONE** of the options below

**For Full Plans Submissions**

Plan Charge (enclosed) £  Inspection Charge (to be invoiced) £

or

Plan & Inspection Charge (enclosed) £

**For Building Notice Submissions**

Building Notice Charge (enclosed) £

**We accept payment via cheque (please make cheques payable to Slough Borough Council), Or please tick here to request a telephone call to take a card payment**

**9 Statement**

*I am sending this notice for building work described above under Regulation 12(2)(a) or (b) of the Building Regulations 2010 (as amended). I have read and understood the Building Regulations Submission Notes and Guidance. I have enclosed the correct charge. I also declare that the submitted plans are the same as those deposited for planning approval (if applicable.)*

First Name  Surname

Signature  Date

If an inspection charge is payable, the invoice should be sent to: the Applicant  the Agent  Other

If Other, please specify and sign here:

**Statement:** *I, the undersigned, do 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. I have read and understood the Building Regulations Submission Notes and Guidance.*

First Name  Surname

Signature  Date

**10 Please complete this section if this is a Full Plans Application**

- a) Do you agree to a 3 week extension of time (for a total of 8 weeks) if required? YES  NO
- b) Do you consent to the plans being passed subject to conditions where appropriate? YES  NO

**You should return this application form and supporting information to:**

**Slough Building Control Services, Slough Borough Council**  
**Observatory House, 25 Windsor Road, Slough, Berkshire, SL1 2EJ**  
**Tel: 01753 875810 Fax: 01753 875809 E-mail: [buildingcontrol@slough.gov.uk](mailto:buildingcontrol@slough.gov.uk)**

**Data Processing Statement:** We will legally process any personal data you provide on this form under the requirements of the Building Act 1984 (The Building Regulations 2010 as amended). As such, there is no legal right to refuse processing as we are legitimately required to do so by UK law. For further information on how we process and store your data please visit: [www.slough.gov.uk/yourprivacy](http://www.slough.gov.uk/yourprivacy).

1

A **Supplementary Charge** may be required where the amount of Building Control input is more than originally estimated and paid for, e.g. where there are substantial alterations to the building work AND/OR additional inspections are required beyond those originally estimated for the type of work. Any supplementary charge will be notified to the relevant person in writing with a breakdown of the charge and how it is calculated.

If anyone other than a Part P registered electrician undertakes the electrical work then a supplementary charge is payable. See the Building Control Charges Sheet.

You are strongly advised to always insist your contractor is Part P registered.

2

The applicant will be required to sign this application. The applicant is usually but not always the building owner. It is the person commissioning the work and normally paying for the work.

3

The following information should be submitted together with the completed application form:

### Building Notice AND Full Plans Submissions

Two copies of the following:

- i. Drawings, to a metric scale of at least 1:100, showing the existing and proposed layout of the property. These should include floor plans (all habitable floors), elevations and all relevant dimensions. The drawings should also show the use of each room
- ii. A block plan to a scale of at least 1:1250 showing the size and position of the building and its relationship to adjoining boundaries, and the location and type of all trees within 30m of the proposal.
- iii. Drainage - drawings to show the provisions of drainage from the property
- iv. Structural calculations and details to confirm the adequacy of beams and other structural members

**PLEASE NOTE:** 48 hours notice must be given prior to the commencement of the works.

### Full Plans Submissions

Two copies of plans showing full constructional details and structural calculations of the proposed works drawn to a suitable scale. This requires a thorough working knowledge of the Building Regulations and construction in general. For this type of application you are advised to seek professional advice if you do not have this knowledge.

If the work is to a premise where the Fire Safety Order applies then four copies of the plans will be required.

**PLEASE NOTE:** 48 hours notice must be given prior to the commencement of the works.

Please remember that if you are in any doubt as to the knowledge or expertise available to you to carry out the proposed work, it may be preferable for you to make a Full Plans application as this will give you the additional security of knowing your plans have been thoroughly approved by us in advance.



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4 Please note that as of 1<sup>st</sup> October 2011, the drainage to the property may have been adopted by the Local Water Authority. This means that a formal approval from the Water Authority may be needed to build over or adjacent to any sewers. For further information on this, please visit [www.thameswater.co.uk/privatesewers](http://www.thameswater.co.uk/privatesewers) or call 0845 0709 150.

5 Subject to certain exceptions, a Building Regulations submission attracts charges payable by the person on whose behalf the work is carried out. The charges payable are dependent upon the type of work proposed, according to the following guidance:

**Full Plans – There are usually two charges:**

**Plan Charge - this is payable when you send us your plans.**

**Inspection Charge - this will cover all planned visits to the building site and is payable once work has commenced on site.**

**Building Notice – The charges payable must be submitted in full at the time the Building Notice is deposited.**

Charge scales are set out in our Building Control Charges Sheet.

6 Your application may consist of several elements of work and in such a case will attract a charge for each separate element – for an example an extension and internal alterations would attract two separate fees.

7 These notes are for general guidance only, particulars regarding deposit of plans are contained in Regulation 13 (Submission of Building Notices), Regulation 14 (Submission of Full Plans Applications), and Regulation 21 (Regularisation) Building Regulations 2010.

8 If work is not commenced within three years of depositing the plans to Building Control, the Council declare that the deposit of plans is of no effect under the provisions of Section 32 of the Building Act 1984.

A Building Notice is valid for three years from the date the notice was given to the Council, after which it will automatically lapse if the building work has not commenced.

9 If you are proposing to carry out building work or make a material change of use of a building please note that permission may be required separately under the Town & Country Planning Acts.

10 If your proposals involve works to, or near to a Party Wall or boundary, The Party Wall etc. Act 1996 may apply to you. You are advised to consult a qualified Party Wall Surveyor. Alternatively, please contact us for a copy of The 'Party Wall etc Act 1996' explanatory booklet.

11 If you require further guidance or assistance with the submission of your application, please contact us

Slough Building Control Services, Slough Borough Council,  
Observatory House, 25 Windsor Road, Slough, Berkshire, SL1 2EJ

Tel: 01753 875810 Fax: 01753 875809 E-mail: [buildingcontrol@slough.gov.uk](mailto:buildingcontrol@slough.gov.uk)