

BUILDING REGULATIONS
**FULL PLANS
SUBMISSION**

The Building Act 1984
The Building Regulations 2010 as amended

BUILDING REGULATION
APPLICATION NUMBER _____

Bolton Council

Development and Regeneration Department

Building Control
Town Hall, Bolton, BL1 1RU

Telephone: (01204) 336033
FEE ENQUIRIES: (01204) 336033
Email: building.control@bolton.gov.uk

This form is to be filled in by the owner or agent. Please type or use block capitals. If you are unfamiliar with this form please read the notes on the reverse side or consult the office indicated above.

1 APPLICANT'S DETAILS (see Note 1) (Please give details of names in full)
Mr/Mrs/Ms Surname: _____ Forenames: _____
Address: _____
Postcode: _____ Tel: _____ e-mail: _____

2 AGENT'S DETAILS (if applicable)
Mr/Mrs/Ms Surname: _____ Forenames: _____
Address: _____
Postcode: _____ Tel: _____ e-mail: _____

3 LOCATION OF BUILDING TO WHICH WORK RELATES
Address: _____
Postcode: _____ Tel: _____

4 PRESUBMISSION
If you have had a presubmission meeting with a Building Control Officer please state the reference number
Ref: _____

5 RESUBMISSION
If this is a resubmission of plans following a rejection please state the previous application number.
Ref: _____

6 PROPOSED WORK
Description: _____

7 USE OF BUILDING
1. If new building or extension please state proposed use: _____
2. If existing building state present use: _____

8 CONDITIONS (see note 5)
Do you consent to the plans being passed subject to conditions where appropriate? **YES / NO**

9 EXTENSION OF TIME
Do you agree to extend the period of time to issue a decision from 5 weeks up to 8 weeks if necessary? **YES / NO**

10 TOWN AND COUNTRY PLANNING ACTS
1. Has an application been submitted or determined for the proposed work under the Planning Acts? **YES / NO**
2. If YES please give reference number: _____

11	DISABLED PERSONS (see Note 7)		YES / NO
		Do these works fall into any of the categories set out in Note 7	

12	DOMESTIC ELECTRICAL WORK: (TO BE COMPLETED FOR ALL DOMESTIC APPLICATIONS THAT INCLUDE ELECTRICAL WORK)		YES / NO
		Will the electrical work be carried out by a contractor who is who is registered with a Part P self-certifying scheme? (see note 8)	
		If YES please supply the name of the body operating the scheme: _____	
		If NO, it is important that you read note 9 and fully understand its implications.	



13	TYPE OF WORK including CHARGES (see note 3)						
	NEW BUILD (See Advice Note 3)	PLAN FEE	VAT	TOTAL	INSPECT. FEE	VAT	TOTAL
	No. of Dwellings:	£	£	£	£	£	£
	HOUSE EXTENSIONS, GARAGES AND CARPORTS (See Advice Note 2)						
	Floor Area: _____ m ²						
	ALTERATIONS AND LOFT CONVERSIONS (See Advice Note 1)						
	Estimate:	£	£	£	£	£	£
			TOTAL	£		TOTAL	£



14	STATEMENT		
		This notice is given in relation to the building work as described, and is submitted in accordance with Regulation 14 and is accompanied by the appropriate fee. I understand that further charges will be payable following the first inspection by the Local Authority.	
		Name: _____ Signature: _____ Date: _____	

Once the form is completed please detach from the Guidance Notes and return with the relevant fee to: Development and Regeneration Department, Building Control, Town Hall, Bolton, BL1 1RU.
Tel: (01204) 336033 / **E-mail:** building.control@bolton.gov.uk

GUIDANCE NOTES

1. The applicant is the person on whose behalf the work is being carried out, i.e. the building owner, and is the person who will be responsible for the payment of the inspection charge, if appropriate. This section must be fully completed in all cases.
2. Only one copy of this notice needs to be completed and submitted with plans and particulars.
3. Subject to certain exceptions a Full Plan Submission attracts charges payable by the person by whom or on whose behalf the work is to be carried out. Charges are made in two stages. The first payment must accompany the deposit of plans and the second payment is due after the first site inspection of work in progress. This second charge is a single payment in respect of each individual building to cover all site visits and consultations which may be necessary until the work is satisfactorily completed.

In the case of certain small extensions or alterations, both the plan and inspection charges are payable at the time the plans are deposited.

Charges are dependent upon the type of work proposed (See Advice Notes 1-3)

4. Subject to certain provisions of the Building Act, 1984, owners and occupiers of premises are entitled to have their private foul and surface water drains and sewers connected to the public sewers, where available. Special arrangements apply to trade effluent discharge. Persons wishing to make such connections must give not less than 21 days notice to the Authority.
5. Section 16 of the Building Act 1984 provides for the passing of plans subject to conditions. The conditions may specify modifications to the deposited plans and / or that further plans shall be deposited (see *Conditions* item 8).
6. Persons proposing to carry out building work demolition, or make a material change of use of a building are reminded that permission may be required under the Town and Country Planning Acts.
7. Applications for work which is exclusively for people with disabilities.

In order for works to be exempt from charges they must comprise of;

7.1 Alterations which are:-

- (i) solely for the purpose of providing **means of access** to enable disabled persons **to get into or out of an existing building and to or from any part of it** or from any part of it or of providing **facilities** designed to secure the greater health, safety, welfare or convenience of such persons; and
- (ii) is to be carried out in relation to
 - (a) An existing building to which members of the **public** are admitted. or;
 - (b) An existing dwelling which is, or is to be, occupied by a disabled person

7.1 Extensions to a dwelling, which the sole use of the room is:-

- (i) for the carrying out of medical treatment of a disabled person which cannot reasonably be carried out in any other room in the dwelling; or
for the storage of medical equipment for the use of a disabled person; or
- (ii) to provide **necessary accommodation** or a **necessary facility** by **adapting or replacing accommodation** or a **facility which already existed** within the building which was **incapable** of being used, or **used without assistance**, by the disabled person.

8. Electrical work that is notifiable to Building Control under Part P of the Regulations must be carried out in accordance with those Regulations by a competent person who is registered with one of the following; BRE Certification Limited; British Standards Institute; ELECSA Limited; NICEIC Certification Ltd; N.A.P.I.T. (Please see the Electrical Safety Advice Note available from Bolton Building Control Services)
9. 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 to the applicant 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 NICEIC or ECA must provide an installation certificate, together with a test certificate prepared by a member of NICEIC or ECA.

BS 7671 Electrical Certificates for new installations, rewires and adding new circuits to an existing installation.

If the electrical contractor **is** a member of NICEIC or ECA, they must complete an **Installation Certificate (Form 1)**

If the electrical contractor **is not** a member of NICEIC or ECA, they must complete the **Design and Construction parts of the Installation Certificate (Form 2)** (as amended) **and** you are required to arrange for an electrical contractor who is a member of the NICEIC, ECA or Competent Persons Scheme to inspect and test the installation to enable them to complete the **Inspection and Testing** part of the form.

In both instances the electrical contractor is required to complete **Schedule of Inspection (Form 3)** and **Schedule of Test Results (Form 4)**

Additional Sockets or Lighting points to all existing installation in a kitchen or special location.

If the electrical contractor is a member of NICEIC, ECA or is qualified with City and Guilds Certificate 2391, they must complete the **Minor Works Certificate (Form 5)**.

Completed copies of the appropriate forms must be deposited with the Authority upon Completion of the work; failure to do so will prevent the Authority from issuing a Completion Certificate and may lead to Enforcement action taken against you and/or your electrical contractor. Homeowners would be advised not to pay contractors until these electrical work certificates have been provided and the building work complies with the Building Regulations.

You are advised that the preferred route to approval is for you to use an electrical contractor who is registered under a Competent Persons Self Certification Scheme.

10. Work on or close to party walls etc is controlled by the Party Wall Act 1996. This places a duty on the owner(s) of the building where the work is being carried out to give notice to any affected neighbour(s). You are advised to consider the impact of the Party Wall Act 1996 and serve any appropriate notices. The Council does not enforce the Party Wall Act; it is a civil matter between neighbours. Agents should advise their clients accordingly.

Further information and advice concerning Building Control and Planning matters may be obtained from www.bolton.gov.uk
Tel: (01204) 336033 / **E-mail:** building.control@bolton.gov.uk
