

BUILDING REGULATIONS FULL PLANS APPLICATION FORM

The Building Act 1984

The Building Safety Act 2022

The Building Regulations 2010 (as amended)

The Higher-Risk Buildings (Descriptions and Supplementary Provisions) Regulations 2023

BUILDING REGULATIONS APPLICATION REFERENCE NUMBER:	
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This application form should be read in conjunction with Guidance Notes, available from our website. Guidance on the Duty Holder provisions is also available. A Declaration of Completion should be completed prior to requesting a Completion inspection. All commissioning certification is also required before we can issue a Completion Certificate.

This application is a statement for the purposes of Regulation 12(2)(b) of the Building Regulations, Giving a Building Notice or an application for Building Control approval.

The below information is required under Regulation 14 of the Building Regulations to make a valid application for Building Control approval.

1. Applicant Details

Name	
Address	
Postcode	
Email	
Telephone Number	

2. Client Details (where different from the applicant)

Name	
Address	
Postcode	
Email	
Telephone Number	

3. Principal Contractor / Sole Contractor details

Name	
Address	
Postcode	
Email	
Telephone Number	

4. Principal Designer / Sole or Lead Designer Details

Name	
Address	
Postcode	
Email	
Telephone Number	

5. Location of building to which the work relates

Address	
Postcode	

6. Proposed Work

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7. Electrical Work – Refer to notes 13 and 14 of our Guidance Notes

Does the proposed work involve electrical work, described as relevant work in the Building Regulations?
(tick appropriate answer below)

Yes	
No	

If you have indicated yes, please complete the supplementary application form for electrical work

8. Use of building (where necessary)

Please provide a description of the existing building, including: (i) details of the current use of the building, including the current use of each storey (ii) the height of the building (iii) the number of storeys in the building as determined in accordance with Regulation 6 of the Higher-Risk Buildings (Descriptions and Supplementary Provisions) Regulations 2023	
Please provide a description of the proposed work, including: (i) details of the intended use of the building, including the intended use of each storey (ii) the height of the building after the proposed work (iii) the number of storeys in the building after the proposed work as determined in accordance with Regulation 6 of the Higher-Risk Buildings (Descriptions and Supplementary Provisions) Regulations 2023 (iv) the provision to be made for the drainage of the building (v) where paragraph H4 of Schedule 1 imposes a requirement, the precautions to be taken in the building over a drain, sewer or disposal main to comply with the requirements of that paragraph (vi) the steps to be taken to comply with any local enactment that applies	

Continue to next page

9. Commencement of Works

State the date when it is proposed the work will reach the point when it is to be 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, state the details of the work which the client considers amounts to 15% of the proposed work.	
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10. Additional Information

Has Planning Permission been applied for?	Y / N <small>(Circle/Delete As Appropriate)</small>
If so, please provide application number:	

11. Disabled Persons – Refer to Note 12 of our Guidance Notes

Do these works fall into any of the categories set out in Note 12?	Y / N <small>(Circle/Delete As Appropriate)</small>
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12. Charges – Refer to our Building Notice Fees & Charges Schedule

Application Type & Category	Application Fee	VAT	Total
House Extensions, Garages And Carports			
Floor Area: M ²			
Alterations And Loft Conversions			
Estimate:			
Other			
Estimated Cost Of Works			
Other Category Description			
Totals			

13. Inspection Fee

I understand that a single further inspection charge is payable following the first inspection by Bolton Council.

Person responsible for payment is (Tick or state Yes):

Applicant	Client	Principal Contractor	Principal Designer

Please provide details below or we will be unable to process your application. (This section should provide details of the individual(s) responsible for payment of the fee (please see note 6))

Name	
Address	
Postcode	
Email	
Telephone Number	

14. Statement

The application is given in relation to the building work as described. It is submitted in accordance with Regulation 12 (2) (b) and is accompanied by the appropriate charge.

Name	Signature	Date

You will also need to provide a Location Plan showing the boundary of your site in red.

The application for Building Control approval with full plans to inform the local authority of building work etc., is restricted to certain building types. Additional information will also be required to accompany your application for building control approval with full plans, depending upon the work proposed.

Further information can be found in the attached notes and checklist. This form cannot be used for Building Control approval applications for higher-risk building work or stage of higher risk building work or for work to existing higher-risk buildings. Applications for building work to higher-risk buildings can be made: [Manage a building control application for a higher-risk building - GOV.UK \(www.gov.uk\)](#)