

Building Regulations Application Form

The Building Regulations 2010

Please indicate application type:	A) Full Plans Submission <small>(Any new work)</small> <input type="checkbox"/>	B) Building Notice <small>(Domestic new work only)</small> <input type="checkbox"/>	C) Regularisation Certification <small>(Existing unauthorised work)</small> <input type="checkbox"/>	D) Partner Authority <input type="checkbox"/>
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1 Applicants details

Name:

Address:

Telephone: Postcode:

Email:
(This is important to enable a faster response time)

2 Agents details

Name:

Address:

Telephone: Postcode:

Email: Inspection invoice responsibility: Agent/Applicant (delete as applicable)
(This is important to enable a faster response time)

3 Location of site to which the building work relates

Address of site:

Postcode: Existing & Proposed use of building:

4 Proposed / Completed works

Description of proposed / completed building work:

Total Floor Area (M²) Estimated Total Cost of Works

Will a competent electrician who is registered with a Part P self-certifying scheme carry out the electrical installation?
If No an additional charge will be payable YES NO

Is the work being carried out on a building to which the Regulatory Reform (Fire Safety) Order 2005 applies or will apply upon completion of the building work?
 YES NO

5 Declaration

This application is deposited in relation to the building work as described above. It is submitted in accordance with Regulations 12(2) and 18 where relevant and is accompanied by the appropriate charge.

I understand that further applicable charges (such as inspection fees) may become payable by the building owner following the first inspection undertaken by the local authority.

I do/ do not agree to the Council exercising the option to approve the application with conditions if considered appropriate (Delete if applicable)

I do/ do not agree to an extension of time for the consideration of this application, if necessary. (Delete if applicable)

Signature: On behalf of:

Date: Insert applicants' name where the declaration is made by an agent

Important Information

1. **By completing and submitting this form**, you are giving notice of your intention to carry out building work and deposit the attached drawings and other documents as required by the building regulations.
2. In the case of a Building Notice, in accordance with Building Regulation 12 (2) (a) it is your intention to carry out the domestic building work described in Section 3 and 5, of the Building Regulations 2010.
3. In the case of a Full Plans Application, this notice is being given in relation to the building work as described, and is being submitted in accordance with Regulation(2)(b) and is accompanied by the appropriate charge. Please understand that further charges (Inspection Charges) will normally be payable following the first inspection by the local authority. By completing and signing this form, the Council accepts that you have consented to the time period for consideration of the application being extended to two months and that, if appropriate you wish the application to be passed with conditions.
4. In the case of an application for Regularisation, this notice, given in relation to the work described, is submitted in accordance with Regulation 18 and is accompanied by the appropriate charge (and plans where applicable). Please understand that the local authority may require you to take such reasonable steps (e.g. opening up of unauthorised work for inspection, making tests and taking samples) as appropriate, to establish compliance or otherwise.
5. In all cases, the Council may require the submission of further information to show compliance with the Building Regulations.
6. General Data Protection Regulations (GDPR) 2018

We require your personal data to process your application for building regulations. There are laws in place under the Building Act 1984 that tell us what information we have to collect and keep (Building Regulations 2010). We may share your personal data with statutory undertakers such as the Fire Authority and Sewerage Undertaker and Partner Authorities. If any of the information we have about you is incorrect, please tell us, we are reliant on you assisting us to keep your information accurate and up to date. You hold rights with regard to the personal data you provide us, if you would like to know more about how we handle your data please visit the council's Privacy Notice page on the web site. If you have a query regarding your rights please contact the Data Protection Officer who can be contacted by emailing infogov@3csharedservices.org or you can write to the council and mark your letter for the attention of the Data Protection Officer. Alternatively you can call 07864 604221. You have the right to make a complaint to the Information Commissioners Office. Cambridge City Council, Huntingdonshire District Council and South Cambridgeshire

District Council are registered Data Controllers with the Information Commissioner's Office.

Fire Consultation

Applicant(s) should be aware that under the terms of The Building Act 1984, Section 15, the Local Authority will as required consult with the Fire and Rescue Service and pass on those details that you submit on your application form for the purposes of determining the Building Regulations application. Without this data collection, we could not process the application. Applicant details are only passed on to the statutory consultee(s). Further details regarding information rights are available on the Information Commissioners Office Website www.ico.org.uk

Sewerage Consultation

Applicant(s) should be aware that under the terms of The Building Regulations 2010, the Local Authority will as required consult with the Sewerage undertaker and pass on those details that you submit on your application form for the purposes of determining the Building Regulations application. Without this data collection, we could not process the application. Applicant details are only passed on to the statutory consultee(s). Further details regarding information rights are available on the Information Commissioners Office Website www.ico.org.uk

Payment Information

All Building Regulation applications are subject to fees (Except for some adaptations which are exempt). Charges for Building Notices and Regularisations are non-refundable. **For further information on the fee charges please go to www.3csharedservices.org/**

Pay by Telephone

- The quickest way to pay is by calling 0300 7729622. You will need your application site address and your debit or credit card details.

Contact Us

If you have any queries regarding any part of this application form, the fire or sewerage consultation process or fee enquiries please contact us on

0300 7729622

Or email us at

buildingcontrol@3csharedservices.org