



**Derbyshire
Building Control
Partnership**

BUILDING REGULATION APPLICATION

**The Building Regulations 2010
Building Act 1984**

North Office:
Dunston Innovation Centre
Dunston Road
Chesterfield
S41 8NG

South Office:
Suite 2
45 Friar Gate
Derby
DE1 1DA

This form is to be completed by the person who intends to carry out building work or his/her agent.
Please use block capitals and ✓ tick which Building Regulation application you are submitting:

<input type="checkbox"/> BUILDING NOTICE	<input type="checkbox"/> FULL PLANS	<input type="checkbox"/> REGULARISATION	<input type="checkbox"/> PARTNERSHIP
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1 APPLICANT'S DETAILS (see note 1)

Forename: _____ Surname: _____

Company Name: _____

Address: _____

Postcode: _____

Tel: _____ Mobile: _____ Email: _____

2 AGENT'S DETAILS (if applicable)

Forename: _____ Surname: _____

Company Name: _____

Address: _____

Postcode: _____

Tel: _____ Mobile: _____ Email: _____

3 LOCATION OF BUILDING TO WHICH WORK RELATES

Address: _____

Postcode: _____

4 DESCRIPTION OF WORK TO BE CARRIED OUT

5 USE OF BUILDING

Number of storeys: _____

If new building or extension please state proposed use: _____

If existing building state present use: _____





6 BUILDING REGULATION CHARGE – see notes 10, 14 & 22 (also see separate Guidance Note for Charges)

1. If Table A work, please state number of dwellings under 300 m ² :		Total over 300 m ² :	
2. If Table B work, please state floor area:		m ²	
3. If Table C & D work, please state the estimated cost of work excluding VAT:		£	
Full Plans/Building Notice Charge:	£	plus VAT: £	Total: £
Regularisation Charge (VAT exempt):	Total: £		

7 ADDITIONAL INFORMATION

Has a **Planning application** been submitted in respect of this work? YES/NO

If Yes, please state application number:

Building Notice applications only - Date of when you intend to start work:

Regularisation applications only - Date work commenced: _____ Date work completed: _____

Foundations: have any special provisions been made in the foundations and if so, for what purpose? e.g. trees, fill, etc.

Domestic Electrical Work (If left blank, we will assume it excludes electrics)

1. Is the Electrical work to be carried by a Part P Registered Electrician YES NO

If this changes when the project commences or if a Part P Registered Electrician is not being used, additional Building Regulation Charges apply. For further information on the Competent Persons Scheme check the following website: www.communities.gov.uk/planningandbuilding/buildingregulations/competentpersonsschemes

8 STATEMENT

This notice is given in relation to the building work as described on this form and is submitted in accordance with Building Regulations 2010, Regulation 12(2)(a) for Building Notice applications; Regulation 12(2)(b) for Full Plans applications; Regulation 18(2) for Regularisation applications and is accompanied by the appropriate payment. In the case of Full Plans applications, I understand that a further payment will be payable following the first inspection by the Local Authority. For Full Plans applications, I/We agree that the prescribed period within which these plans must be passed or rejected, may be extended to a period not later than two months from the deposit of the plans.

Name:	Signed:	Date:
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FOR OFFICIAL USE ONLY

Date Received:	Validation Date:	Receipt No:	Payee:
Plan Charge:	VAT:	Total:	
Inspection Charge:	VAT:	Total:	
Building Notice Charge:	VAT:	Total:	
Regularisation Charge	VAT EXEMPT	Total	





ALL APPLICATIONS:

1. The applicant is the person on whose behalf the work is being carried out/has been carried out, e.g. the building's owner.
2. If you are intending to carry out Building, Engineering, Mining or other operations or make a material change of use of a building you may need planning permission. If you are uncertain you should contact the Planning Department at your Local Authority
3. Where a charge has been paid and we receive a request to withdraw the application, an Administration Charge will be payable. No refund will be provided where the work has commenced on site and an inspection has been carried out or where the plans have been vetted.
4. Payment for the Building Regulation charge can be made by:
 - Credit/Debit Card – Telephone 0333 880 2000
 - Credit/Debit Card – Online at: www.dbcp.co.uk
 - BACS – Telephone 0333 880 2000 for Bank Account Details
 - Cheque – Payable to 'DBCP Limited'

BUILDING NOTICE APPLICATION:

5. One copy only of the application form should be completed and submitted.
6. Where the proposed work includes the erection of a new building or extension the Building Notice application shall be accompanied by a block plan to a scale of not less than 1:1250
7. Where it is proposed to erect a building or extension over a sewer or drain shown on the Severn Trent/Yorkshire Water map of public sewers, written permission will need to be obtained by you from Severn Trent/Yorkshire Water prior to submitting the Building Notice. This may also apply to a sewer or drain transferred on 01/10/2011 under the Private Sewers Transfer Regulations 2010.
8. Where proposed work involves the insertion of insulating material into the cavity walls of the building, the Building Notice application shall be accompanied by a statement as to:
 - The name and type of insulating material to be used;
 - Whether or not the insulating material is approved by the British Board of Agrément or conforms to a British Standard specification;
 - Whether or not the installer is a person who is the subject of a British Standards Institution Certificate of Registration or has been approved by the British Board of Agrément for the insertion of that material.
9. Where the proposed work involves the provision of an unvented hot water storage system, the Building Notice application shall be accompanied by a statement as to:
 - The name, make, model and type of hot water storage system to be installed;
 - The name of the body, if any, which has approved or certified that the system is capable of performing in a way in which satisfies the requirements of Part G of Schedule 1 to the Building Regulations 2010;
 - The name of the body, if any, which has issued any current registered operative identity card to the installer or proposed installer of the system.
10. The Building Notice Charge is payable on submission of the application.
11. Projects exceeding twelve months duration after commencement of work may be subject to an additional Building Regulation Charge unless agreed in writing.
12. Building Notice application will expiry 3 years from the date of deposit if work has not commenced.





FULL PLANS / PARTNERSHIP APPLICATION:

13. One copy of the application form should be completed and submitted together with two copies of the plans and particulars in accordance with the provisions of Building Regulation 14. **However subject to certain exceptions where Part B (Fire Safety) imposes a requirement in relation to proposed building work, two further copies of plans which demonstrate compliance with the requirements should be deposited.**
14. Full Plans Building Regulation Charge is payable in two stages in accordance with Guidance Note 2 on Building Regulation Charges as follows:
Plan Charge: payable on submission of the application
Inspection Charge: Applicant is invoiced following the first site inspection when work commences on site.
15. Section 16 of the Building Act 1984 provides for the approving the plans subject to conditions. The conditions may specify modifications to the deposited plans and/or that further plans need to be deposited.
16. Trees are a particular problem on clay soils and can influence foundation depths even from a distance. The plans should indicate the position and type of nearby trees even on land not part of the application site.
17. The Regulatory Reform (Fire Safety) Order 2005 applies to all buildings except dwellings occupied by a single person or by people living together as a family, or by not more than six residents living together as a single household.
18. Projects exceeding twelve months duration after commencement of work may be subject to an additional Building Regulation Charge unless agreed in writing.
19. Full Plan application will expiry 3 years from the date of deposit if work has not commenced.

REGULARISATION APPLICATION:

20. A copy of the application should be completed and submitted with plans which show:
 - The work undertaken
 - Any additional work required to be carried out to ensure that the unauthorised work complies with the requirements in the Building Regulations, which were in force at the time the work was done.
21. The actual use of the building both before and after the unauthorised work was carried out must be stated, and whether the Regulatory Reform (Fire Safety) Order 2005 applies to all buildings except dwellings occupied by a single person or by people living together as a family, or by not more than six residents living together as a single household.
22. The Regularisation Charge is payable on submission of the application. The Charge payable is dependent upon the type of work carried out and must be agreed with us prior to submission and is exempt from VAT.

**Please post or email your application to the following address
If you require any further assistance please contact us.**

**Derbyshire Building Control Partnership Limited
Dunston Innovation Centre, Dunston Road,
Chesterfield. S41 8NG**

Tel: 0333 880 2000

Email: info@dbcp.co.uk

Website: www.dbcp.co.uk

