

Homeowner's guide to Submitting a Building Regulations Application

This guide briefly explains the process and options available when submitting your application. For any further advice please [contact](#) South Worcestershire Building Control.

The options

There are two options when submitting an application for building works; a full plans application or a building notice application. Both of these types of application need to be submitted before you start work and the total fee for each is the same and is payable to the local authority in which the property is situated that is having the work.

Exemptions

Some works such as new garages or conservatories may be exempt from the building regulations. (See our website '[Common Exemptions from Building Regulations](#)'). If you are unsure about your own situation South Worcestershire Building Control will be happy to advise you further.

Do I need planning permission? Building Regulations approval and planning permission are not the same, however they are sometimes confused, building regulations will often apply when planning permission does not.

For further advice about whether or not you need planning permission you should refer to the planning officer of your own local authority.

Full plans applications

The most common type of application we receive for building works is a full plans application. In this case, you as the building owner or your agent/ architect submit an application with plans showing full details of the work together with any relevant structural calculations. Using this route once we have checked your plans and are satisfied they meet the building regulations you will receive a formal decision known as an "approval notice". (This approval notice may be important when seeking loans or moving home).

You also have the added assurance that provided the works are carried out in accordance with the approval that a completion certificate will be issued to you once all the work is finished.

How to submit a full plans application

Application forms are available from our [website](#) to fill out on screen and either print off or email.

If you are completing a hard copy application form please do so and attach a copy of the following:

- Detailed plans, sections and elevations, including all technical notes, calculations and specifications.
- A 1:1250 scale plan showing size and position of the building, or the building as extended in relation to adjoining boundaries and adjacent street (a 'block plan').
- The plan fee. (Please refer to the fee schedule attached). If appropriate you should also submit a written estimate based on a commercial builder's costs (excluding VAT).

Building notice applications

A building notice is generally used for minor works such as removal of an internal load-bearing wall, where the person carrying out the work is familiar with current building regulations. One advantage is that it allows work to start 48 hours after submission of the application as there is no plan checking involved before work begins and therefore no approval notice is issued.

It can't be used when the works will involve building over or within three metres of a public sewer.

If you are submitting a building notice you must feel confident that the work will comply with the current building regulations as when we inspect the work if it doesn't you risk having to rectify this at your own expense.

Starting work

All building work must be inspected by one of our building control surveyors at key stages. This is not only to ensure that the work meets the current building regulations, but it also provides an opportunity for us to offer timely advice or for contractors to raise any queries they may have.

Once we receive your completed application you will often be assigned a dedicated surveyor for your project who will provide continuity of service for both you and your builder.

Completion of work

It is very important that you contact your building control surveyor to arrange for a final inspection when all the work is complete.

Once we are satisfied that the work is complete a completion certificate can be issued to you for safekeeping. This is an important document should you decide to sell or remortgage your property in the future. (We would also recommend that you obtain your completion certificate before making final payment to your builder.)

How to submit a building notice application

An application form can be printed off or completed online via our [Website](#). You should also include the following:

- If appropriate a written estimate based on a commercial builder's costs (excluding VAT).
- The building notice fee. (Please refer to the schedule of fees attached).

If the application is for a new building or an extension we will need a 1:1250 scale plan showing size and position of the building, or the building as extended in relation to adjoining boundaries and adjacent street (a 'block plan').

South Worcestershire Building Control Partnership
 The Council House, Avenue Road, Malvern, Worcestershire, WR14 3AF. Tel. 01684 862223
www.southworcestershirebuildingcontrol.gov.uk

Important: Please read notes overleaf before filling in this form

1	Applicant's details:	
	Name:	
	Address:	
	Postcode:	Tel: Fax:
	To receive correspondence by Email:	
2	Agent's details:	
	Name:	
	Address:	
	Postcode:	Tel: Fax:
	To receive correspondence by Email:	
3	Address of building to which work relates:	
4	Description of Proposed work:	
5	Use of building:	
	1. If this is a new building or extension, please state proposed use:	
	2. If this is an existing building, please state present use:	
6	Charges: (Refer to Note 3 Overleaf)	Application Charge
	Table A - Total no. of dwellings:	£
	Table B - Total floor area:	£
	Table C - Total estimated cost £.....	£
	Total	£
7	Please make payment to the Authority in which your property is situated: See Note 3 overleaf	
8	Domestic Electrical installations (Refer to note 3 overleaf)	
	Please confirm whether all necessary electrical work associated with this application will be carried out by an electrician who is a member of an approved competent person scheme: Yes <input type="checkbox"/> No <input type="checkbox"/>	
9	Additional Information	
	Has this been the subject of a planning application: Yes <input type="checkbox"/> No <input type="checkbox"/> (App No.)	

Statement: This notice is given in relation to the building work as described, and is submitted in accordance with Regulation 12(2)(a).

Name: Signature: Date:

Notes

This form is to be filled in by the person who intends to carry out the building work or his or her agent.

1. Who is the applicant?

The applicant is the person on whose behalf the work is being done, for example the building's

2. Information we need

If you propose to erect a new building or extension, you must provide the following:

- A block plan to a scale of not less than 1:1250 showing:-
- The size and the position of the building, or the building as extended, and its relationship to adjoining boundaries;
- The boundaries of the curtilage of the building, or the building as extended, and the size, position and use of every other building or proposed building within that curtilage;
- The width and position of any street on or within the boundaries of the curtilage of the building or the building as extended;
- The provision to be made for the drainage of the building or extension.

3. Charges

Payment made by cheque should be made payable to the local authority where the proposed work address is located (Malvern Hills District Council, Worcester City Council or Wychavon District Council).

A Building Notice attracts charges payable by the person by whom or on whose behalf the work is to be done. The charge depends on the type of work proposed. Scales and methods of calculation are set out in the Guidance Note on charges which is available on request.

Table A - Standard Charges for the creation of, or Conversion to new housing.

Table B - Domestic Extensions and Conversions to a single building

Table C - All Other Work – Alterations.

If the electrical work is not carried out by an electrician who is a member of an approved competent person scheme, Building Control will arrange inspection of the work by a consultant. This option will attract an "additional charge" over and above the normal application charge.

4. The law on charges and deposit of plans

These notes are for general guidance only. For full details, see Regulations 12 and 13 of the Building Regulations 2010. The Building (Local Authority Charges) Regulations 2010 and the South Worcestershire Building Control Partnership Scheme of Charges.

5. Drains and sewers

If you propose to erect the building or extension over a sewer or drain shown on the map of public sewers, you need to show what safety measures you will take. We will need to consult Severn Trent Water Ltd in these circumstances and a full plans submission must be made.

Subject to certain parts of the Public Health Act 1936, 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.

6. When this notice cannot be used

- a) If the building is used or intended to be used as a workplace which is subject to the provisions of the Regulatory Reform (Fire Safety) order 2005, a Full Plans submission must be made. The Regulatory Reform (Fire Safety) Order 2005 applies to all premises that are "workplaces" and imposes a duty on the responsible person to comply with its requirements. Workplace includes any premises or parts of premises, not being domestic premises, used for the purposes of an employer's undertaking and which are made available to an employee as place of work. Further information is available from the Communities and Local Government Website www.communities.gov.uk/fire
- b) This Building Notice ceases to have effect from three years after notice to the authority has been given, unless the work has begun before the end of that period.

8. Town and Country Planning Acts

If you wish to do building work or make a material change of use of a building, you are reminded that you may need permission under the Town and Country Planning Acts. You can check whether an application is needed by speaking to one of our planning officers.

9. More information

For further information and advice about the Building Regulations please contact **01684 862223 (Option 2)** or email mail@southworcestershirebuildingcontrol.gov.uk.

10. Completion Certificates

As long as we have been notified of the required inspection stages and provided that the completed work complies with the Building Regulations, we will issue a Completion Certificate.

South Worcestershire Building Control Partnership
The Council House, Avenue Road, Malvern, Worcestershire, WR14 3AF. Tel. 01684 862223
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Important: Please read notes overleaf before filling in this form

1	Applicant's details:	
	Name:	
	Address:	
	Postcode:	Tel: Fax:
	To receive correspondence by Email:	
2	Agent's details:	
	Name:	
	Address:	
	Postcode:	Tel: Fax:
	To receive correspondence by Email:	
3	Address of building to which work relates:	
4	Description of Proposed work:	
5	Use of building:	
	1. If this is a new building or extension, please state proposed use:	
	2. If this is an existing building, please state present use:	
	3. Is the building used or intended to be used as a workplace which is subject to the provisions of the Regulatory Reform (Fire Safety) Order 2005? (Refer to note 5 overleaf) Yes <input type="checkbox"/> No <input type="checkbox"/>	
6	Charges: (Refer to Note 3 overleaf)	Application Charge
	Table A - Total no. of dwellings:	£
	Table B - Total floor area:	£
	Table C - Total estimated cost of work: £.....	£
	Total	£
7	Please make payment to the Authority in which your property is situated: See Note 3 overleaf	
8	Domestic electrical installations (Refer to Note 3 overleaf)	
	Please confirm whether all necessary electrical work associated with this application will be carried out by an electrician who is a member of an approved competent person scheme: Yes <input type="checkbox"/> No <input type="checkbox"/>	
9	Additional Information:	
	Do you agree that the time for consideration be extended to two months if necessary: Yes <input type="checkbox"/> No <input type="checkbox"/>	
	Has this been the subject of a planning application: Yes <input type="checkbox"/> No <input type="checkbox"/> (App No.)	

Statement: This notice is given in relation to the building work as described, and is submitted in accordance with Regulation 12(2)(b).

Name: Signature: Date:

Notes

This form is to be filled in by the person who intends to carry out the building work or his or her agent.

1. Who is the applicant?

The applicant is the person on whose behalf the work is being done, for example the building's owner.

2. Information we need

You should complete one copy of this notice and submit it with plans and particulars in duplicate, in accordance with Building Regulation 14.

Subject to certain exceptions, if part B (Fire Safety) imposes a requirement in relation to proposed building work, you should send one further copy of plans which show compliance with the requirement.

3. Charges

Payment made by cheque should be made payable to the local authority where the proposed work address is located (Malvern Hills District Council, Worcester City Council or Wychavon District Council).

Subject to certain exceptions, a Full Plans Submission attracts charges payable by the applicant or agent.

The charge depends on the work proposed. Charges and methods of calculation are set out in the Guidance Notes on Charges, available on request.

Table A - Standard Charges for the creation of, or Conversion to new housing.

Table B - Domestic Extensions and Conversions to a single building

Table C - All Other Work – Alterations.

If the electrical work is not carried out by an electrician who is a member of an approved competent person scheme, Building Control will arrange inspection of the work by a consultant. This option will attract an "additional charge" over and above the normal application charge.

4. Drains and sewers

If you propose to erect the building or extension over or near a sewer or drain shown on the map of public sewers, you need to consult Severn Trent Water Ltd in these circumstances.

Subject to the Public Health Act 1936, owners and occupiers 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. If you wish to make such connections, you must give Severn Trent Water Ltd at least 21 days notice.

5. The Regulatory Reform (Fire Safety) Order 2005

The Regulatory Reform (Fire Safety) Order 2005 applies to all premises that are "workplaces" and imposes a duty on the responsible person to comply with its requirements.

Workplace includes any premises or parts of premises, not being domestic premises, used for the purposes of an employer's undertaking and which are made available to an employee as place of work. Further information is available from www.communities.gov.uk/fire

6. Conditions attached to Plans and any other comments to follow separately

Section 16 of the Building Act 1984 say that plans may be passed subject to conditions. The conditions may specify modifications to the deposited plans or that further plans must be deposited, or both.

7. The law on charges and deposit of plans

These notes are for general guidance only. For full details see Regulation 12 and 14 of the Building Regulations 2010, The Building (Local Authority Charges) Regulations 2010 and the South Worcestershire Building Control Partnership Scheme of Charges.

8. Town and Country Planning Acts

If you wish to do building work or make a material change of use of a building, you are reminded that you may need permission under the Town and Country Planning Acts. You can check whether an application is needed by speaking to one of our planning officers.

9. More information

For further information and advice about the Building Regulations please contact **01684 862223** or email mail@southworcestershirebuildingcontrol.gov.uk

10. Completion Certificate

As long as we have been notified of the required inspection stages and provided that the completed work complies with the Building Regulations, we will issue a Completion Certificate.

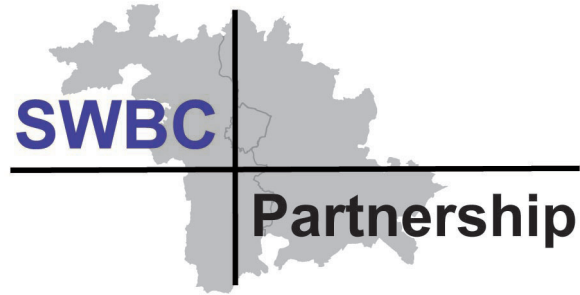
Home improvements and the law

The law says home owners intending to carry out improvements must inform their local council and have the work authorised with the correct documents filed for future reference. People often delegate this to their architect, builder or contractor but it's ultimately your responsibility/decision and you can. Tell your builder that you want to use our team.

Why choose South Worcestershire building control?

We are impartial and run on a 'not-for-profit' basis so our prices are very competitive. We can support you through the whole process and meet with you in person if and when any problems arise.

We issue completion certificates and can provide copies to solicitors, mortgage companies and insurers whenever you need them.



How to contact us

tel: 01684 862223

email: mail@southworcestershirebuildingcontrol.gov.uk

web: www.southworcestershirebuildingcontrol.gov.uk



Home Extensions and improvements

A guide to making the most of the building regulations

It's all about building work... and not all building work needs planning permission.



We can help you make sure that any changes you want to make to your home/business are carried out safely and in an environmentally friendly way. For peace of mind, use us – don't let those cowboy builders get a look in!



What type of building work do we help with?

- Home extensions
- Alterations to load bearing elements like chimney breasts and walls
- Loft and garage conversions
- Roof renewal
- Replacing kitchens and bathrooms
- Creating new rooms – including some conservatories
- Adding or altering drains
- Changing a building's use

We can also help with checking who is responsible for approving other work such as insulation, wiring and windows.

Seven good reasons to use South Worcestershire building control Partnership

1. Superb local knowledge – our local authority surveyors are on your doorstep and understand local conditions and homes. We have access to the council's historic records and we have close relationships with organisations like the water authority and fire service.
2. Up to date – we provide regular updates on the regulations and other developments, keeping builders up to date with all the latest technical changes.
3. Quality assured – all local authority surveyors are qualified professionals with expertise in areas such as building design, energy conservation, emergency escape and noise prevention.
4. Local and flexible – being so local means it is easy for our team to carry out site visits and inspections at 24 hours notice.
5. Cost effective – we operate on a not-for-profit basis. Very often our advice simplifies the work – saving you even more money.
6. Green – our building control staff are experts on insulation and green energy generation. Our advice can save pounds from your bills and help reduce carbon emissions.
7. Our surveyors are reliant and impartial and provide independent professional advice. We also issue the completion certificate that is recorded at the council for all future searches.



TABLE A**STANDARD CHARGES FOR THE CREATION OF, OR CONVERSION TO NEW HOUSING**

Number of Properties	Application Charge (Inc. VAT) for Building Notice and Full Plans submission only	Additional Charge (Inc. VAT)
1	643.00	190.00
More than 1 dwelling	£ Please contact us	

TABLE B**DOMESTIC EXTENSIONS TO A SINGLE BUILDING**

Type of work	Application Charge (Inc. VAT) for Building Notice and Full Plans submission only	Additional Charge (Inc. VAT)
Extension where the total floor area does not exceed 10m ²	£ Please contact us	190.00
Extension where the total floor area exceeds 10m ² but does not exceed 40m ²	£ Please contact us	"
Extension where the total floor area exceeds 40m ² but does not exceed 60m ²	£ Please contact us	"
Extension where the total floor area exceeds 60m ² but does not exceed 200m ²	£ Please contact us	"
Loft conversions	£ Please contact us	"
Erection or extension of a non-exempt single storey car-port or garage not exceeding 100m ²	£ Please contact us	"
Conversion of a garage to a dwelling to a habitable room(s)	338.00	"
Window replacement	169.00	n/a
Electrical work	190.00	n/a

TABLE C**ALL OTHER WORK – ALTERATIONS**

Estimated Cost of work	Application Charge (Inc. VAT) for Building Notice and Full Plans submission only	Additional Charge (Inc. VAT)
Less than £5,000	221.00	190.00
£5,001 - £15,000.00	322.00	190.00
Exceeds £15,0001.00	£ Please contact us	

Please contact us either on 01684 862223

Or email: mail@southworcestershirebuildingcontrol.gov.uk

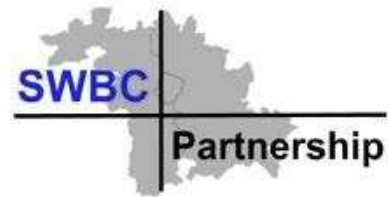
Please make payment to the Authority in which your property is situated: See overleaf

Guidance Note on Charges

The Building Act 1984

The Building (Local Authority Charges) Regulations 2010

1st January 2013



Explanatory notes

1. Before you build, extend or convert a building to which the building regulations apply, you or your agent must submit a building regulations application. The charge you have to pay depends on the type of work, the number of separate properties, or the total floor area. You can use the following tables with the current charges regulations to work out the charges. If you have any difficulties, please do not hesitate to contact us.

2. The charges are as follows.

The charge is as shown on the tables overleaf. VAT is not payable on regularisation applications.

Payment made by cheque should be made payable to the Local Authority where the proposed work address is located (Malvern Hills District Council, Worcester City Council or Wychavon District Council)

If you apply for a 'regularisation certificate' for any unauthorised building work that began on or after 11 November 1985, you must pay a regularisation charge to cover the cost of assessing your application and all inspections.

In certain cases, we may agree that you can pay charges in instalments. For further details contact us.

3. Table A: This shows the charges for small domestic buildings, for example, new houses and flats. You have to pay these if the total inside floor area of each building, except any garage or carport, is not more than 300m² and the building is not more than three storeys (each basement level is counted as one storey).

4. Table B: If the work is more than one domestic extension, you may add the total inside floor areas of all storeys of all the extensions shown on the application to work out how much you have to pay.

5. Table C: Applicable for domestic extensions more than 200m² floor area or three storeys in height. Also applies to any commercial (non-domestic) work and any other work which can not be placed in Tables A or B.

6. Estimated cost

This is the reasonable commercial cost that would be charged by a building contractor to carry out the work that is in your application. There is no reduction in the estimated cost for DIY projects to ensure fairness. The charge does not include VAT, any professional fees that are paid to an architect, engineer or surveyor, and the cost of buying any land.

7. Exemptions and reductions in charges.

a. If your plans have been approved or rejected, you won't have to pay again if you resubmit plans for the same work which has not started, provided you resubmit within 3 years of the original application date.

b. You don't have to pay charges if the work will provide access to a building or is an extension to store medical equipment or provide medical treatment facilities for a disabled person. In these regulations, a 'disabled person' is a person who is described under section 29(1) of the National Assistance Act 1948 (as extended by section 8(2) Mental Health Act 1959).

c. You do not have to pay charges for putting insulating material into an existing cavity wall, as long as it is certified to an approved standard and the work is carried out by an approved installer.

d. You do not have to pay charges for putting in an approved unvented hot-water system as long as the work is carried out by an approved installer or is part of a larger project.

e. If your application is for repetitive work, we may reduce the charges.

8. You have to pay VAT for all local authority Building Regulation charges, except for the regularisation charge.

9. Additional Charge: The standard charges overleaf make allowance for the charging of an "additional charge". This charge is payable at the time of application where the person undertaking a notifiable electrical installation or notifiable electrical alteration works, is not a person registered with an electrical self certification scheme prescribed in the Schedule 3 of the Building Regulations 2010.

10. Please send your completed form and payment to South Worcestershire Building Control, The Council House, Avenue Road, Malvern, WR14 3AF

Other Information

1. These notes are for guidance only and do not replace Statutory Instrument 2010 number 404 which contains the full statement of the law.
2. These guidance notes refer to the charges that you have to pay in South Worcestershire. The charges may vary in different authorities. Please check with the relevant local authority.