Building Regulations Submission

The Building Act 1984
The Building Regulations 2010

Regeneration and Place Directorate, PO Box 290, Brighton Street, Wallasey, Wirral CH27 9FQ
Tel: 0151 691 8454 or email: buildingcontrol@wirral.gov.uk

This application and payment can be made online or by calling 0151 691 8454

1. Submission Type: Full Plans ☐ Building Notice ☐ Regularisation ☐ Reversion ☐

2. Applicant's Details (block capitals please)

Name: .....
Address: .....
.....
Postcode: ..... Tel: .....
Email: .....

3. Agent (if applicable)

Name: .....
Address: .....
.....
Postcode: ..... Tel: .....
Email: .....

4. Builder's Name: ..... Builder's Business Mobile: .....

5. Address of the proposed work: (tick box if same as applicant) ☐

.....
..... Postcode: .....

6. Description of the proposed work:

.....
.....

7. Use of Building

Existing: ☐ Residential ☐ Office ☐ Shop ☐ Commercial Proposed: ☐ Residential ☐ Office ☐ Shop ☐ Commercial

8. Type of work applied for: (where applicable)

- Number and type of dwelling(s) (e.g. detached, semi, flat, etc.) No. .....
- Internal floor area of extension(s) sq. metres .....
- Estimated cost of work £ .....

8(a). Regularisation only

Date Commenced: ..... Date Completed: .....

9. Submission Charge (See Scheme of Charges)

Charge £ ..... plus VAT £ ..... Total £ .....

10. Additional Information

- Do you consent to your plans being passed subject to conditions? YES ☐ NO ☐
- Do you consent to minor amendments being made to the plan on your behalf? YES ☐ NO ☐
- Do you agree to extend the prescribed period for this application to 2 months? YES ☐ NO ☐

11. Statement

This notice is given in relation to the building work as described and is submitted in accordance with the Building Regulations 2010.

Name: ..... Signature: ..... Date: .....

Building Regulations Guidance Notes

Before you undertake any work, you, or your agent (i.e. builder, architect etc.) must advise the Local Authority either by submitting Full Plans for approval or through a Building Notice.

A Building Notice application may be submitted for most types of building work. However, a Building Notice may not be used:

- Where the proposed building work is intended to be put to a designated use for the purpose of the Regulatory Reform (Fire Safety) Order 2005*, or
- Where the proposed work is within 3 metres of a public sewer, or
- A new building is erected fronting onto a private street

* Currently all premises are designated, except single private dwellings.

The Building Regulations Application

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.

2.1 Persons proposing to carry out building work,or make a material change of use of a building, are reminded that permission may be required under the Town and Country Planning Acts.

2.2 A completion certificate is available following satisfactory completion of the building work.

2.3 Persons carrying out building work must give notice of commencement of the work at least 48 hours beforehand.

2.4 A Building Notice/Full Plans application shall cease to have effect from three years after the deposit date to the Local Authority unless the work has commenced before the expiry of that period, under Section 32 of the Building Act 1984.

The Full Plans Procedure

If you submit Full Plans the Local Authority will examine them and advise you of any necessary changes that are required to satisfy the Building Regulations. When considered satisfactory, a formal decision will be issued.

The Building Notice Procedure

Where the proposed domestic work includes the erection of a new building or extension this notice shall be accompanied by the following:

4.1 A block plan showing:-

1. The size and position of the building, or the building is extended, and its relationship to adjoining boundaries, together with any other building within that curtilage;
2. The provision to be made for drainage of the building or extension;
3. Where it is proposed to erect the building or extension over a sewer or drain shown on the relative map of public sewers, details of the precautions to be taken to protect the sewer or drain, however a building notice cannot be used in this circumstance and a full plans application must be made.

Regularisation

If you apply for a Regularisation Certificate, in respect of unauthorised building work, commenced on or after 11th November 1985, you will pay a Regularisation charge cost of assessing your application and all inspections. The charge is equivalent to the Building Notice charge (exc. VAT) + 40%. Note: There may be a further increase in charge for further explorative work.

Reversions: (See separate guidance note)

A Reversion Application is intended to be used in respect of the Building Regulations 2010 where an Initial Notice from a Registered Building Control Approver has ceased to be in force and the application is to revert back to the Local Authority.

The Reversion charge is calculated in accordance with the Wirral Council current Scheme of Charges and is payable in full at the time of submission.

Charges

The Scheme of Charges are available on the website or by calling your Local Authority Building Control Team.