



Colchester Borough Council Building Regulation Application



This form should be used when applying for permission under Regulation 12 and 14 of the Building Regulations 2010, Building Act 1984. For domestic applications **Two copies** of this form should be completed, together with duplicate copies of any applicable plans and particulars. **Three copies** of the plans are required when submitting a non-domestic or Partner Authority application. Please sign and date this form before returning it to us together with the appropriate fee as applicable to **Rowan House 33 Sheepen Road Colchester CO3 3WG** or by e-mailing to building.control@colchester.gov.uk

This submission relates to the following type of application (tick as appropriate):			
Full Plans		Building Notice	
Regularisation Certificate		Partner Authority Scheme	
1. Applicant (in BLOCK CAPITALS)		2. Agent (if applicable)	
Name:		Name:	
Address		Address:	
Tel:		Tel:	
Email:		Email:	
3. Full address of building to which work relates		4. Related planning application number	
5. Brief description of building works and enter code/codes from charges form			
6. Use of building			
New Building (Proposed use):	Existing Building (Present use):	Number of storeys in existing building:	
7. Please give details of the following:			
Foul water drainage disposal	Surface & roof water drainage disposal	Means of water supply	
8. Conditions			
		Yes	No
Do you consent to the plans being passed subject to conditions where appropriate?			
Do you consent to an extension of the statutory time limit by 3 weeks if necessary?			
9. Charges (See guidance note overleaf) I / my client intends to use a Part P Registered Electrician and will therefore be paying the reduced charge (please tick as applicable)			
		Yes	No
Plans or full Charge	Plus VAT (if applicable)	Total	Estimated cost of works (if applicable)
Statement			
This notice is given in relation to the building work as described, and is accompanied by the appropriate charge payment. I understand that a further charges may be payable following the first inspection on a full plans submission or if I fail to use competent persons where a reduction for this has been claimed and/or if standard charges criteria are not followed. Please see overleaf for our Building Control Privacy Statement.			
Signature:		Print Name:	Date:

Notes

Full Plans Applications

This type of application can be used for all types of building works. Two copies of this form together with two sets of plans are required for domestic works and three sets of plans for non-domestic and flats accessed via a common area.

Building Notice Applications

This type of application can **not** be used in the following circumstances:-

- Where it is proposed to erect a building or extension within 3m of or over a public sewer
- Where the works are to premises which are subject to the Regulatory Reform (Fire Safety) Order 2005 – these are non domestic premises
- A new building fronting onto a Private street

One copy of this form should be provided together with a site location/block plan. Please bear in mind that with this type of application all works are carried out at your own risk until such time as they are agreed on site. It is therefore essential that you are fully conversant with the applicable Building Regulation requirements.

Regularisation Certificate Applications

One copy of this form should be provided together with a plan of the unauthorised works and a plan showing any additional works required to bring the building into compliance. You may be required to open up areas of the completed works for inspection.

Partner Authority Applications

Two copies of this form should be provided together with three sets of plans for domestic works and four sets for non-domestic works.

In all cases the applicant is the person intending to carry out the works e.g. the building owner who is also ultimately responsible for ensuring compliance with the Building Regulations.

Charges

Please refer to our published schedule of charges. A Full Plans application will attract two charges - a plan charge payable at the time of submission and an inspection charge for which you will be invoiced following the first inspection. For Building Notice, Regularisation and Partner Authority applications just one charge applies payable at the time of submission.

If it is your intention to use a Part P registered Electrician and claim a discount on your charge as a result this must be clearly stated. If after commencement the situation changes the inspecting Surveyor should be informed as soon as possible and an additional charge D14 will be made.

Where any other reduction/exemption of charges is claimed please provide full details to justify such a claim.

Should you require any further information or advice on Building Regulations matters please contact us on 01206 282436 or building.control@colchester.gov.uk

Please note that **Planning Permission** may also be required under the Town and Country Planning Acts for your proposal, if not already obtained please contact our Planning section on 01206 282424 or planning.services@colchester.gov.uk if you are unsure of the requirements.

Building over / near sewers

Construction near to or over sewers, both public or transferred to Anglian Water may require their consent. Please see the guidance link on our website and /or consult them directly.

Building Control Privacy Statement

Colchester Borough Council takes the management of personal data seriously and it does this in compliance with data protection laws. The information you supply will only be used to enable us to process your building control application. We will never share personally identifiable information with third parties for promotional purposes, however, in order to deliver a service to you and to satisfy the Council's legal obligations we may need to share your information with internal and external consultees. For further information about how your data is used and stored, please go to www.colchester.gov.uk/privacy.