

Application No:	
/ /	
Amount: £	
For office use only	

Building Regulation Application

Building Act 1984 – The Building Regulations 2000

IMPORTANT: PLEASE TICK ONE BOX ONLY FOR THE TYPE OF APPLICATION BEING SUBMITTED (REFER TO THE GUIDANCE NOTES ON THE REVERSE OF THIS FORM)

TICK if FP	FULL PLAN APPLICATION STATEMENT: These plans are deposited in accordance with Building Regulation 12 (2) (b) and are accompanied by the appropriate charge. I understand that the inspection charge will be payable for the work following the first inspection – this applies in most instances, refer to charge sheet for further details.
TICK if BN	BUILDING NOTICE APPLICATION STATEMENT: This Building Notice is given in accordance with Regulation 12 (2) (a) and is accompanied by the appropriate charge.
TICK if RG	REGULARISATION APPLICATION STATEMENT: This notice is given in relation to the building work described, is submitted in accordance with Building Regulation 21 and is accompanied by the appropriate charge. A Regularisation Application can only be submitted by the owner of the property.

Town Hall
The Parade
Epsom
Surrey KT18 5BY
Main Number (01372) 732000
Fax Number (01372) 732337
www.epsom-ewell.gov.uk

1	Applicant/Owner Details (The person on whose behalf the work is being carried out)			
Title	Initials	Surname		
Address				
Town	County	Postcode		
Phone	e-mail			
2	Agent Details (If applicable) (The person acting on behalf of the applicant/owner)			
Title	Initials	Surname		
Address				
Town	County	Postcode		
Phone	e-mail			
3	Location of proposed work (Where is the work being undertaken)			
Address				
Town	County	Postcode		
4	Description of proposed work <small>(You are advised that permission may also be required under the Town & Country Planning Act)</small>			
5	Use of building (Is the building domestic, institutional, a commercial use e.g. shop/ office etc, state existing and end use)			
Existing:		Proposed:		
Is the building or will the building be put to a relevant use under the Fire Precautions Act 1971 or the Fire Precautions (Workplace) Regulations 1997? (see overleaf for more detail)		YES <input type="checkbox"/>	NO <input type="checkbox"/>	
6	Other information required (delete as appropriate)			
a	Number of storeys (after work carried out)	Single storey / Two storey / Three storey / Other (Specify)		
b	Surface water drainage (where will the rainwater discharge)	Not applicable to this application / Main sewer/drain / Soakaway / Other (Specify)		
c	Foul water drainage (Where will the foul and waste water discharge)	Not applicable to this application / Main sewer/drain / Septic tank / Cesspool / Other (Specify)		
d	Is the work over or within 3m of a public sewer or drain? (see note overleaf)	YES <input type="checkbox"/>	NO <input type="checkbox"/>	
7	Full Plan Applications only			
Do you agree to an extension of time if items cannot be resolved within the relevant 5 week period?		YES <input type="checkbox"/>	NO <input type="checkbox"/>	
Do you consent to the plans being passed subject to conditions where appropriate?		YES <input type="checkbox"/>	NO <input type="checkbox"/>	
8	Regularisation Applications only			
Date unauthorised work carried out:				
9	Charge (see separate charges sheet as one or more Schedules may be appropriate)			
Schedule 1 - number of dwellings <small>(dwellings under 300m²)</small>		Schedule 3 - estimated cost of work being carried out	£	
Schedule 2 - floor area of extension <small>(include each floor if relevant)</small>	m ²	Total amount of charge enclosed	£	

Signature:

Date:

This application will be invalid if not signed

Guidance Notes

Full Plan Applications:

This type of application can be used for any building work and should be used if you wish to receive the benefit of an Approval Notice of the plans.

This form should be completed in duplicate and submitted with two copies of detailed plans showing how the work will meet the requirements of the Building Regulations.

If the work involves the erection or extension of a building a plan to a scale of not less than 1:1250 is also required showing the size and position of the building or extension in relation to the adjoining boundaries.

You must submit a Full Plan application where building work is being carried out in relation to a building to which the Regulatory Reform (Fire Safety) Order 2005 applies or which will apply after completion of the work.

A further set of existing and proposed floor plans should be sent with your application.

A Full Plan application must also be submitted if the work involves the construction, extension or underpinning of a building, which will be over or within 3m of a sewer shown on the map of sewers.

For works over the value of £10,000 an inspection charge will be invoiced following the first inspection.

Building Notice Applications:

Building Notice applications are ideally suited to the smaller project, however, they can be used for the majority of applications, except:

- a. Where the building to which the Regulatory Reform (Fire Safety) Order 2005 applies or which will apply after completion of the work.
- b. Those applications where the work involves the construction, extension or underpinning of a building, which will be over or within 3m of a sewer shown on the map of sewers.
- c. The work, which includes the erection of a building fronting onto a private street.

In the case of an erection of a building or an extension a block plan to the scale of 1:1250 should be provided with your application. Whilst a full set of drawings is not usually required (although can be requested) basic details of the building work should be included.

The Building Notice shall cease to have effect three years after the date it is submitted to the local authority unless the work has been substantially commenced before the expiry of the three year period.

Regularisation Certificate Applications:

This type of application can be used when unauthorised building work has been carried out on or after 11 November 1985. Choose this if you want the illegal work to be formally recognised as satisfying the Building Regulations.

One copy of this notice should be completed and submitted with the plans and particulars indicating the work carried out. Where Part B (Fire Safety) imposed a requirement in relation to building work a further two copies of the plans should be supplied.

This is NOT an alternative to the Full Plan or Building Notice applications.

A Regularisation application must be accompanied by the appropriate charge, which is 120% of the net Building Notice charge (VAT is not payable).

In submitting this application you may be asked to open up such parts of the structure for inspection or to make such tests and take samples as the local authority think appropriate to ascertain what work, if any, is required to secure compliance with the Building Regulations

Regulatory Reform (Fire Safety) Order 2005:

Generally this applies to all places of work and common parts of flats and maisonettes (excludes dwellings) (and except as listed in the Regulatory Reform (Fire Safety) Order 2005

Public Sewer:

If it is proposed to erect a building or extension over or within 3metres horizontally of a sewer or drain shown on the relevant map of sewers held by Thames Water Utilities, you must consult Thames Water Utilities to find out their requirements for the protection of the sewer or drain. They can be contacted as follows:

Telephone: 0845 850 2777 or 0118 923 6613 or e-mail buildovers@thameswater.co.uk

Site Inspections:

At least two days notice on intention to commence building work is required following the end of the day on which the notice is given. The two days does not include weekends or Bank holidays.

Following notice of commencement, a notice may be given in writing or by telephone on the day an inspection is required, provided such notice is given before 10.00am.

In addition to the notice of commencement other stages of construction requiring notification are: excavations, foundations, oversite, damp proof course, drainage, occupation and completion. Inspections may also be carried out at other primary construction stages.

Charges:

You must enclose the relevant charge with this form, refer to charges schedule.

Other Permissions:

You may also need permission under the Town and Country Planning Acts for your proposal. For more information contact the Development Control Division on Epsom 01372 732000

Further information and advice:

Further information and advice concerning the Building Regulations may be obtained at the Town Hall or by telephone between the hours of 9.00am and 5.00pm.