

Building Regulations
Plan Number:

Building Control Service

PO Box 99A, Town Hall, Middlesbrough, TS1 2QQ. Tel. 01642 729375, Fax. 01642 729967

This form is to be filled in by the person (or his/her agent) who intends to carry out the building work. If this form is unfamiliar, please read the notes on the reverse side or consult the office indicated above. Please type or use block capitals. e-mail: buildingcontrol@middlesbrough.gov.uk

*All sections **MUST** be fully completed.*

1 Applicant

Full Name: _____ Tel: _____
 Address: _____ Fax: _____
 _____ Postcode: _____ E-mail: _____

2 Agent (if applicable)

Name: _____ Tel: _____
 Address: _____ Fax: _____
 _____ Postcode: _____ E-mail: _____

3 Location of building to which work relates

Address: _____
 _____ Postcode: _____

4 Proposed work

Description: _____

5 Use of Building

(i) a. Present use _____ b. Proposed use _____
 (ii) Is the building to be put, or intended to be put to a use which is designated for the purpose of the Regulatory Reform (Fire Safety) Order 2005? (see note 4). YES NO

6 Conditions (see note 5)

Do you consent to the plans being passed subject to conditions where appropriate? YES NO

7 Completion Certificate

Do you require a completion certificate following satisfactory inspection of the building work? YES NO

8 Prescribed Period (see note 8)

The Building Act allows five weeks to give a decision on a 'full plans' submission. In some cases we may require more information. To allow time to obtain this information, we suggest you agree to the extension of the five week period to two months. **It will not delay our processing of your application.**

Do you consent to an extension of time? YES NO

9 Information required

a) Is the electrical installation designed, installed, inspected and tested by a competent person? (see note 10) YES NO
 b) Are there any existing/proposed trees likely to have an impact on any proposed foundation design? (If YES, please indicate details of trees/foundation design on the plans) YES NO
 c) Has a planning application been submitted for this proposed work YES NO

10 Charges (see note 2 and separate Guidance Note on charges for information)

1 TABLE A work. Please state the total number of dwellings and types - Total: _____ No. of types: _____
 2 TABLE B work. Please state floor area: _____ m²
 3 TABLE C work. Please state the estimated cost of work excluding VAT: £ _____
 Plan charge: £ _____ plus VAT : £ _____ Total: £ _____

11 Statement

This notice is given in relation to the building work as described, is submitted in accordance with Regulation 12(2A)b and is accompanied by the appropriate charge. I understand that further charges will be payable following the first inspection by the local authority

Name:

Signature:

Date:

Guidance Notes Building Control Contact - 01642 729375

e-mail: buildingcontrol@middlesbrough.gov.uk

- Two copies of this notice should be completed and submitted with plans and particulars in accordance with the provisions of Building Regulation 14. Subject to certain exceptions where Approved Document B (Fire Safety) imposes a requirement, one further copy of plans should be deposited.
- Subject to certain exceptions a Full Plans Submission attracts charges payable by the person by whom or on whose behalf the work is to be carried out. Charges are payable in two stages. The first charge must accompany the deposit of plans and the second charge is payable after the first site inspection of work in progress. This second charge is a single payment in respect of each individual building, to cover all site visits and consultations which may be necessary until the work is satisfactorily completed and is invoiced to the applicant.
Table A prescribes the plan and inspection charge payable for small domestic buildings. Table B prescribes the charges payable for small alterations and extensions to a dwelling house, and the addition of a small garage or carport. Table C prescribes the charges payable for all other cases. The appropriate charge is dependent upon the estimated cost of work proposed. Charges and methods of calculation are set out in the Guidance Notes. Charges for estimated costs over £20,000 are available on request. Cheques should be made payable to Middlesbrough Council. Charges may also be paid by Credit/Debit card.
- If the work shown on the plans is not commenced within 3 years of the Approval Date, the plans, under Section 32 of the Building Act are considered to be 'no effect' and a new application is to be submitted.**
- Premises currently designated for the purpose of the Regulatory Reform (Fire Safety) Order 2005.
- 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/information shall be deposited.
- These notes are for general guidance only, particulars regarding the deposit of plans are contained in Regulation 14 of the Building Regulations 2000 and, in respect of charges, in the Building (Prescribed Charges) Regulations 1998.
- 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.
- Extension of Time: Section 16 of the Building Act 1984 requires the Council to pass or reject plans within 5 weeks of deposit, or by agreement, up to 2 months of deposit. Your agreement to this will not delay checking or approval but will allow more time to agree any required alterations, thereby avoiding the need for early rejection.
- Party Wall Act. The applicant is reminded of their legal obligation under "the Party Wall etc. Act 1996" to serve Notice on the adjoining owner(s), setting out what is proposed, at least one month before the planned start date of the project.
- It is now a requirement for certain domestic electrical work to comply with Building Regulations. The work must be carried out by a Competent Person who is registered with an electrical self certification scheme, or alternatively a person who is entitled to issue an appropriate certificate. See Approved Document P.
- Further information and advice concerning the Building Regulations and Town Planning matters may be obtained from your Local Authority. Tel. 01642 729375.

We will try to make a summary of this document available in other languages.
Braille or large print on request.

سوف نحاول ان نجعل ملخص هذه الوثيقة متوفرة بلغات اخرى، الابريل وكتابة
كبيرة عند الطلب.

ہم کوشش کریں گے کہ اس دستاویز کا خلاصہ دوسری زبانوں میں مہیا کیا جاسکے مزید
آپنی درخواست پر اسے بریل یا موٹے الفاظ میں بھی فراہم کیا جاسکے گا

FOR OFFICE USE ONLY

CQE	CASH	CARD	RECHARGE
REF:			
REC BY:			
DATE:			
FEE REC:	£		