

Building Regulation Form

The Building Act 1984
The Building Regulations



Cherwell

DISTRICT COUNCIL
NORTH OXFORDSHIRE

PLEASE READ GUIDANCE NOTES OVERLEAF BEFORE COMPLETING THE FORM IN BLOCK LETTERS

1 Type of application

Full plans Building Notice Regularisation Date work carried out: _____

2 Applicant's details

 Full name and address of person intending to have the work carried out.

Postcode: _____
Email: _____ Telephone: _____

3 Agent's details

 (if applicable) Full name and address

Postcode: _____
Email: _____ Telephone: _____

4 Location of work

Postcode: _____

5 Proposed work

Description: _____

6 Use of building

1 If new building or extension please state proposed use: _____
2 If existing please state present use: _____

7 Conditional and stage approvals

 (Full plans only)

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

8 Extension of time

 (Full plans only)

Do you agree to an extension of the prescribed period of time not exceeding two months from the date when the plans are deposited? YES NO

9 Planning permission

Have you made enquiries to determine if your proposal requires planning permission? YES NO

Planning Application No. _____

10 Fees

 (See guidance note on fees)

Please state estimated cost of the work excluding VAT: £ _____ If an extension, please indicate floor area _____

11 Where the work includes a new electrical installation

Do you intend to use a qualified electrician? YES NO

12

 This notice is given in relation to the building work as described, is submitted in accordance with Regulation 13 and 14 and is accompanied by the appropriate fee. I understand that further fees may be payable following the first inspection by the council.

Signature: _____ Date: _____

Please make all cheques payable to Cherwell District Council or South Northamptonshire Council



**Cherwell and South Northamptonshire Councils
Building Control Service**

PO Box 27, Banbury, Oxfordshire OX15 4BH
Tel: 0300 003 0200 Fax: 0300 003 0201

Email: building.control@cherwellandsouthnorthants.gov.uk

Guidance Notes

Full plans submission

- 1 One copy of this notice should be completed and submitted with plans and particulars in duplicate in accordance with the provisions of Building Regulation.
 - 1.1 Where the building is a place of work two further copies of the floor layout and site plan, together with a specification, will be required showing compliance with Approved Document B (Fire Safety) to enable proper consultation with the Fire Service.
- 2 Subject to certain exceptions a Full Plans Submission attracts fees payable by the person by whom or on whose behalf the work is to be carried out. Fees are payable in two stages. The first fee must accompany the deposit of plans and the second fee is payable after the first site inspection of the work in progress. This second fee 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.
 - 2.1 The appropriate fee is dependent upon the type of work proposed. Fee scales and methods of calculation are set out in the Guidance Note on Fees which is available on request
 - 2.2 Table 1 prescribes the plan and inspection fees payable for new houses and flats. Table 2 prescribes the fees payable for small extensions and alterations to a dwelling house and the addition of a small garage or carport. Table 3 prescribes the fees payable for all other cases.
- 3 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.

General notes

- 1 The applicant is the person on whose behalf the work is being carried out.
- 2 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.
- 3 Further information and advice concerning the Building Regulations and planning matters may be obtained during normal office hours.
- 4 This Full Plans Submission or Building Notice shall cease to have effect three years after it is given to the local authority unless the work has been commenced before the expiry of that period.

Building notice submission

- 1 A Building Notice cannot be used where the building is to be used as a place of work and/or is within 3 metres of a public sewer.
- 2 One copy of this notice should be completed and submitted.
- 3 Where the proposed work includes the erection of a new building or extension this notice shall be accompanied by the following:
 - 3.1 A block plan to a scale of not less than 1:1250 showing:
 - 3.1.1 The size and the position of the building, or the building as extended, and its relationship to adjoining boundaries.
 - 3.1.2 The boundaries of the curtilage of the building or the building extended, and the size, position and use of every other building or proposed building within that curtilage.
 - 3.1.3 The width and position of any street on or within the boundaries of the curtilage of the building or the building as extended.
 - 3.1.4 The provision to be made for the drainage of the building or extension.
 - 3.2 The precautions to be taken in building over a sewer or drain.
- 4 A fee is usually payable to contribute towards the cost of site inspections, being a single payment which covers all necessary site visits until satisfactory completion of the work in accordance with the Building Regulations.
- 5 Table 1 prescribes the plan and inspection fees payable for new houses and flats. Table 2 prescribes the fees payable for small extensions and alterations to a dwelling house, and addition of a small garage or carport. Table 3 describes the fees payable for all other cases.

Data Protection Act 1998

The personal information which you supply to the council will be stored by it either on a computer or in a manual file. This information or data is subject to the provisions of the Data Protection Act 1998 for which South Northamptonshire Council and Cherwell District Council are the data controllers for the purpose of that Act. Although your personal data is being obtained for the purposes of this Building Regulation application the councils may from time to time use it for other purposes related to the councils' activities as local authorities. If you do not wish the councils to do this please tick here .

Please return completed form to:

Cherwell and South Northamptonshire Councils Building Control Service,
PO Box 27, Banbury, Oxfordshire OX15 4BH