

Building Control

your building regulation application

Planning
Services

This leaflet explains how to make a building regulation application and what happens to your application once you have sent it to the Council.

Once you have decided that the Building Regulations apply to your proposed works, you must seek approval and have the work inspected as it progresses. You have the option of submitting an application using one of two procedures:

full plans application

This is the most popular option and benefits from an Approval Notice when the plans are passed. However, it is necessary to submit detailed plans showing the building work that you wish to undertake. You are entitled to prepare the plans yourself, but it is recommended that you seek an appropriate professional advisor (eg an architect, building surveyor, structural or heating engineer, electrician or window replacement specialist) who will act as your agent.

building notice application

This procedure does not involve the passing or rejection of plans and is designed to enable certain small works to get under way quickly. It cannot be used where it is intended to carry out works on a building subject to Fire Safety Order. If you decide to use this procedure you need to be confident that the proposed works will comply with the Building Regulations.

Note: Fire Safety Order means The Regulatory Reform (Fire Safety) Order 2005.

making a full plans and building notice application

The notes on this guide are in the same order as the questions on the application form.

1. Applicants details

The applicant is the person on whose behalf the work is being carried out, ie the building's owner.

2. Agents details

The person who is responsible for making the application (of not the applicant).

All correspondence will be sent directly to the agent.

3. Location of the building to which the work relates

Please give the postal address of the property including postcode.

4. Proposed work

Please describe, as applicable, the number of storeys, the position in relation to the existing house (rear, side or front) and the purpose of any new building eg single storey detached garage, two storey side extension to house, loft conversion with dormer window to rear roof.

5. Use of building

a) Indicate the use of the building, eg domestic, office, industrial, etc.

b) As (5a) above but for an existing building.

6. Planning reference

Most building work also requires Planning Approval and/or Listed Building or Conservation Area consent or Article 4(2) consent and you should enter the Planning reference number(s) relevant to the works. Further guidance can be obtained from <http://www.rochford.gov.uk> or call 01702 318082.

7. Completion Certificate/Conditions

a) If you notify us when the work is finished we will issue a Completion Certificate to show that the work complies with the Building Regulations.

b) If you agree to the Council passing the plans subject to conditions it may speed the application process. The conditions may specify modifications to the deposited plans that need to be incorporated in the works and / or that further plans need to be deposited to complete the application. NOTE: This applies to full plans only.

c) The Council must pass or reject the plans within 5 weeks. However, it may sometimes be difficult for you to formulate a reply within this time period and you can consent to an extension of the time limit by 3 weeks. NOTE: This applies to full plans only.

8 Designated buildings

All non-domestic properties can common areas of flats and homes in multiple occupation (HMO).

9 Fees

Please refer to the Rochford District Council Charges Leaflet

a) **Schedule 1** is used for new homes, bungalows and flats (not exceeding 300 sq m floor area). Indicate the number of dwellings.

b) **Schedule 2** relates to garages, extensions, loft conversions and replacement windows. Indicate the total floor area.

c) **Schedule 3** relates to all other works, ie commercial works, domestic alterations (including electrics) and works not covered by (9a) and (9b) above. Indicate the estimated cost of the work, which should be a reasonable amount that would be charged by a person in business to carry out such work. A reduction cannot be allowed for DIY work.

- Your cheque or postal order should be made payable to Rochford District Council.

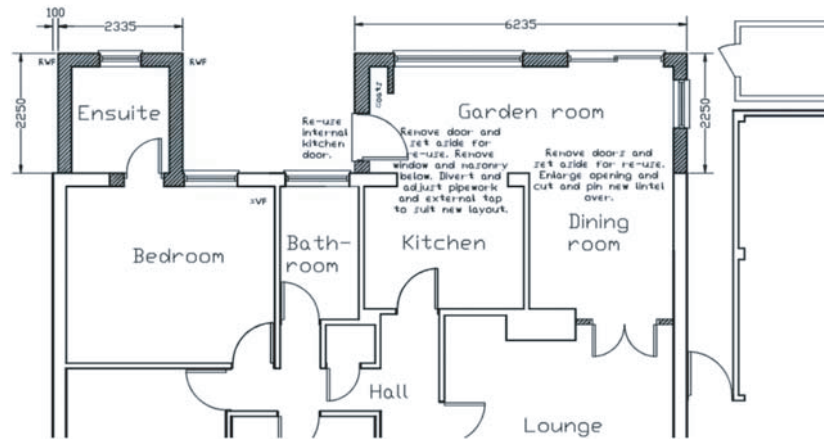
- Fees are not payable for works solely for the benefit of disable persons.

10.Statement

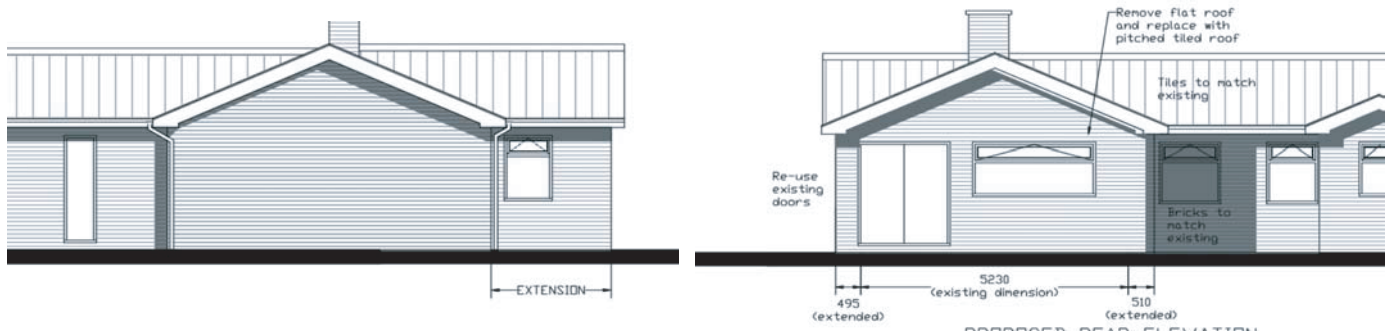
To be signed by the person making the application.

the building drawings Your full plans application should be accompanied by two (or four if a designated building) sets of drawings, as applicable

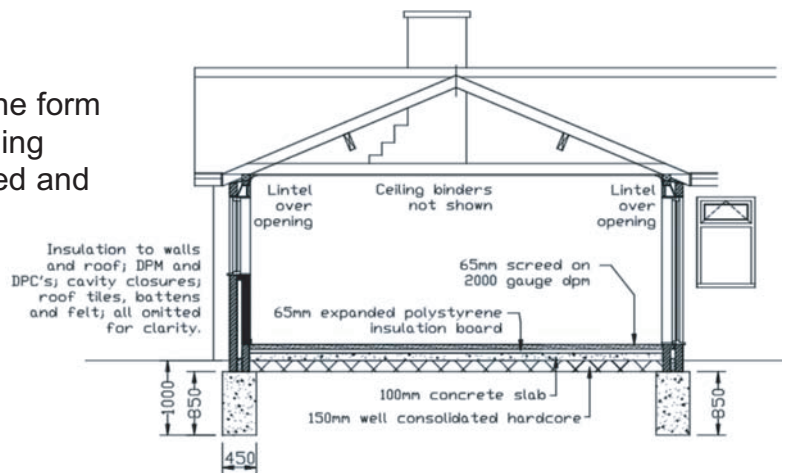
a) **the floor plan** – this should show the proposed extension in relation to the existing house and should be hatched or coloured to show what is existing and what is proposed. The floor plan should show the layout of rooms and indicate windows, doors and the position of new/existing drainage runs. Where the building is close to the boundary, the boundary line should be shown on the ground floor plan.



b) **elevations** – these plans should show what the extension will look like from the outside from all aspects (front, side(s) and rear) including all windows and doors, and show the proposed materials to be used externally. Where the site is not level, the difference in levels should be shown on the elevations.



c) **sections(s)** – drawn to scale, this takes the form of a view through part or parts of the building showing the materials, how it is constructed and levels of the ground, floor(s) and roof.

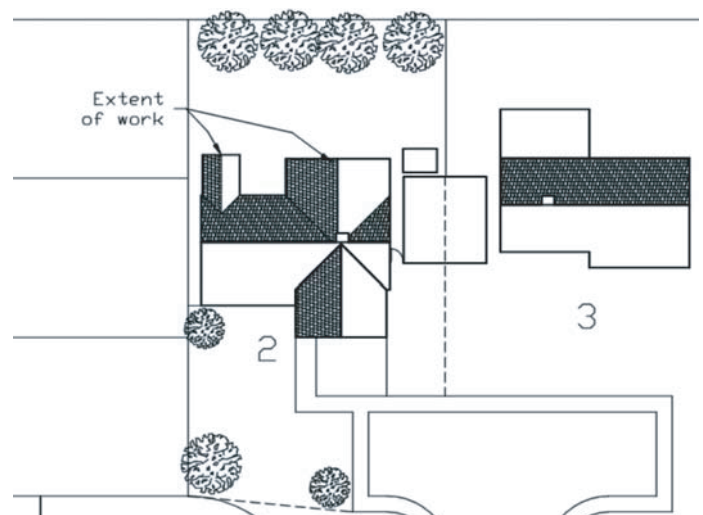


d) **specification** – a written description of the construction giving the building materials, structural elements and means of installation.

e) **location plan** – needs to show the location of your house in relation to the adjoining properties, be to scale of not less than 1:1250 and should show two named roads.

For new extensions and new buildings, you must indicate the position and species of any trees and hedgerows within 30m radius likely to affect the foundation design.

f) **additional information** – calculation may also need to be submitted to show that certain elements of the works comply with the Building Regulations.



the building regulation process

- step 1 **pre-application** – contact the Building Control Officer for the area where the works are located if you need advice and decide on the application type.
- step 2 **submit** – you send the application with the correct fee and necessary supporting documents either from your computer via submit-a-plan.com or you can get the application form from <http://www.rochford.gov.uk> and post to our office.
- step 3 **validation** – we check the fee is correct and that all the documents have been submitted and send an acknowledgement letter.
- step 4 **plan checking (full plans only)** – the application is allocated to a Building Control Officer who will check the plans etc for compliance with the Building Regulations 2000. If there are any queries concerning the application, the Officer will send a letter asking for amendments to be made before the decision date.
- step 5 **decision making (full plans only)** – the Council must pass or reject the plans within 5 weeks, or 8 weeks if agreed (see note 7c) and issue a decision notice.

starting work

You must notify the Building Control Office when certain stages of work are ready for an inspection. A Building Control Officer will visit the site and inspect the works as construction progresses. This applies to works under the Full Plans and Building Notice procedure.

completion of work

When the work is complete (excluding decoration and furnishings), you must arrange for a completion inspection by your Building Control Officer. A Completion Certificate will be issued if the work is satisfactory. **It is recommended that the Completion Certificate is obtained before you make the final payment to the builder. Solicitors may also require a copy of the Certificate when you sell your property.**

Full Plans Submission
If you would prefer correspondence by email, please provide your address where indicated.
This form is to be filled in by the person who intends to carry out building work or agent. If the form is unfamiliar please read the guidance notes or consult your local Building Control office.

Rochford District Council
Council Offices, South Street
Rochford, Essex SS4 1BW
Planning Services

1. APPLICANT'S DETAILS
Name: MR. A. W. OTHER
Address: 1 HIGH STREET, ROCHFORD
Postcode: SS4 1BW
Tel: 877000 Fax: [blank]
Email: other@virgin.net

2. AGENT'S DETAILS (if applicable)
Name: [blank]
Address: [blank]
Postcode: [blank]
Tel: [blank] Fax: [blank]
Email: [blank]

3. LOCATION OF BUILDING TO WHICH WORK RELATES
Address: 1 HIGH STREET, ROCHFORD
Postcode: [blank] Tel: [blank] Fax: [blank]

4. PROPOSED WORK - Description: SINGLE STOREY / REAR EXTENSION
Is the proposed work subject to Parting or a current LANTAC approval? YES NO

5. Existing USE OF BUILDING: DOMESTIC
Proposed USE OF BUILDING: DOMESTIC

6. PLANNING REFERENCE NUMBER (if applicable)
Do the works affect a Listed Building or a site in a Conservation Area? YES NO

7. a) COMPLETION CERTIFICATE - will be issued on satisfactory completion of works
CONDITIONS - do you consent to
b) the plans being passed subject to conditions where appropriate? YES NO
c) an extension of the statutory time limited by 3 weeks if necessary? YES NO

FIRE PRECAUTIONS ACT 1971 - Is the building designated? YES NO

9. FEES (see separate guidance note on fees)
If Schedule 1 work, please state the total number of dwellings: [blank]
If Schedule 2 work, please state floor area: 22 m²
If Schedule 3 work, please state the estimated cost of work exc VAT: £ [blank]
Building Notice Fee Inc VAT: £ 105.90

10. STATEMENT
This notice is given in relation to the building work as described, is submitted in accordance with Regulation 12(2)(a) and is accompanied by the appropriate fee.
Name: AW OTHER Signature: AW OTHER Date: 1.6.08

where do I send my application

Completed forms, plans and specification together with the applicable fee should be sent to:
The Building Control Manager, Planning and Transportation Services
Rochford District Council, Council Offices, South Street, Rochford, Essex SS4 1BW.

further guidance

Is available from Building Control Services on 01702 318082, or email building.control@rochford.gov.uk, or write to the address above.

Before works commence you, your Agent or builder should ensure that **Planning Permission**, Conservation Area and/or Listed Building consent has been obtained or that you have written confirmation that consent is not required. You can obtain guidance at www.rochford.gov.uk or contact our Planning section on 01702 318191 or email planning.applications@rochford.gov.uk