



# Uttlesford District Council Building Regulations Application



This form should be used when applying for permission under Regulation 12 and 14 of the Building Regulations 2010, Building Act 1984. This form should be completed, together with a copy of any applicable plans and particulars. Please sign and date this form before returning it to us together with the appropriate fee as applicable to Uttlesford District Council, Council Offices, London Road, Saffron Walden, Essex CB11 4ER.

\*Mandatory Fill

|  |  |   |  |
|--|--|---|--|
| This submission relates to the following type of application (tick as appropriate*):<br>Full Plans <input type="checkbox"/> Building Notice <input type="checkbox"/> Regularisation Certificate <input type="checkbox"/> Partner Authority Scheme <input type="checkbox"/>   |  |   |  |
| <b>1. Applicant (in BLOCK CAPITALS)</b>  |  | <b>2. Agent (if applicable)</b>         |  |
| *Name:   |  | *Name:                                  |  |
| *Address   |  | *Address:                               |  |
| *Postcode  |  | *Postcode                               |  |
| *Tel:  |  | *Tel:                                   |  |
| *Email:  |  | *Email:                                 |  |
| <b>3. *Full address of building to which work relates</b>  |  |   |  |
| *Postcode  |  |   |  |
| <b>4. *Brief description of building works and enter code/codes from charges form</b>  |  |   |  |
| Drawing numbers of Deposited Plans (provide a separate sheet if necessary)   |  |   |  |
| <b>5. Use of building</b>  |  |   |  |
| New Building (Proposed use):   | Existing Building (Present use):       | Number of storeys in existing building: |  |
| <b>6. Please give details of the following:</b>  |  |   |  |
| Foul water drainage disposal   | Surface & roof water drainage disposal | Means of water supply                   |  |
| <b>7. Conditions</b>   |  |   |  |
| Do you consent to the plans being passed subject to conditions where appropriate?  |  |   | Yes <input type="checkbox"/> No <input type="checkbox"/> |
| Do you consent to an extension of the statutory time limit by 3 weeks if necessary?  |  |   | <input type="checkbox"/> <input type="checkbox"/>        |
| <b>8. Charges (See guidance note overleaf)</b>   |  |   |  |
| Plans or full Charge   | Plus VAT (if applicable)               | <b>Total</b>                            | Estimated cost of works (if applicable)                  |
| <b>Statement</b><br>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. |  |   |  |
| Signature:   |  | Print Name:                             | Date:  |

## Notes

### Full Plans Applications

This type of application can be used for all types of building works. A copy of this form together with a set of plans are required for domestic works and two 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 two sets of plans.

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.

Should you require any further information or advice on Building Regulations matters please contact us on 01799 510453.

Please note that **Planning permission** may also be required under the Town and Country Planning Acts for your proposal if not already obtained. Please refer to our website for further guidance.

**If you require this publication/form in an alternative format and/or language  
please contact us on 01799 510510.**