

Ref:
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Tel: 0300 123 7027  
Email: building.control@cheshirewestandchester.gov.uk

V.A.T. Reg. No. 945 1011 54



If you are unfamiliar with this form, please read the guidance notes overleaf

<p><b>1 Applicant</b> (please provide full name)</p> <p>Name:</p> <p>Address:.</p> <p>Postcode:</p> <p>Tel:</p> <p>Email:</p> <p>If an email address is provided all correspondence will be issued to this address</p>	<p><b>2 Agents</b> (if applicable)</p> <p>Name:</p> <p>Address:</p> <p>Postcode:</p> <p>Tel:</p> <p>Email:</p> <p>If an email address is provided all correspondence will be issued to this address</p>
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**3 Location of Proposed Work** **Pre-app' Consultation: Y/N?** BC Officer .....

**4 Description of Proposed Work or Material Change of Use**

**5 Use of Building** (i.e. Residential, Office, Shop, etc)

Existing: \_\_\_\_\_ Proposed: \_\_\_\_\_

**6 Type of building work** (please ♦ as appropriate)

New dwellings

Domestic extension and / or alterations Extension floor area m<sup>2</sup>.

Other Work (non-domestic)

**7 Charges** (See Guidance Note on Charges – A charge must accompany this submission)

Standard Plan Charge £	plus VAT £	Total £
Determined Charge £	plus VAT £	Total £

(Provide evidence of agreed Determined  charge)

**Method of payment:** Cheque enclosed  Credit/Debit Card  To make payment please contact 0300 123 7027 and select Building Control. **Please note your application is not valid until payment is received**

**8 Domestic Electrical Work (to be completed for all domestic applications that include electrical work)**

Will a competent electrician who is registered with a Part P self-certifying scheme carry out the electrical works **Yes/No**

OR

Will the electrical works be carried out by an electrician qualified to a minimum standard of City & Guilds 2382 (17<sup>th</sup> Edition) and certified in accordance with BS 7671? **Yes/No (If No see note over)**

**9 Additional Information**

Do you agree to extend the prescribed period for decision of this application to 2 months? **Yes/No**

Do you consent to your plans being passed subject to conditions? **Yes/No**

Do you consent to minor amendments being made to the plans on your behalf? **Yes/No**

Will the building be controlled by the Regulatory Reform (Fire Safety) Order? **Yes/No**

Have you applied for Planning Permission? **Yes/No** Application No.: \_\_\_\_\_

This notice is submitted in accordance with Regulation 12(2A)(b) and is given in relation to the work described above.

Signed: \_\_\_\_\_ Date: \_\_\_\_\_

## Guidance Notes for 'Full Plans' Submission

The numbered items below refer to the section numbers on the front of the form.

A Completion Certificate will be issued to the applicant after the request for, and carrying out of, a completion inspection provided that the Council is satisfied that the construction complies with the Building Regulations.

**Please send your application to:**

**Building Control Consultancy  
Cheshire West and Chester Council  
Wyvern House  
The Drummer  
Winsford  
CW7 1AH**

**For Domestic Work** submit one copy of the application form, plans, specification, location plan and any other information necessary to detail the work being carried out – the location plan should be to a scale not less than 1:1250.

**For Non Domestic Work** provide two copies of the plans and construction details if submitting them on paper.

**For any general queries and to make a credit/debit card payment for your Building Control application please contact 0300 123 7027.**

We would encourage the submission of electronic applications as these can be processed quicker. Visit our webpage at [www.cheshirewestandchester.gov.uk/buildingcontrol](http://www.cheshirewestandchester.gov.uk/buildingcontrol) for further details.

**1** The 'Applicant' is the person having the work carried out. This is usually the owner of the building. The applicant is responsible for payment of all building control charges.

**2** Complete the 'Agent' section only if you have employed someone to submit the application on your behalf. We will then communicate with the agent regarding requests for additional information and amendments. The decision notice will also be sent to the agent

**3** Provide the address where the building work is to be carried out. If you have already discussed the work with building control, let us know the name of the person you spoke to.

**4** Provide an accurate, but brief description of the work. (The council reserve the right to amend the description to reflect the work identified). This description will appear on all the correspondence in connection with the application including the decision notice and completion certificate. (Some building work is exempt from the requirements of Building Regulations and this work should not be included in the description). If you are not sure if the work is exempt please contact our office for clarification.

**5** If there is more than one use, indicate all uses.

**6** Please tick the type of building your work relates to.

**7** Charges are calculated by relating the hourly rate for building control officers to the time spent carrying out their chargeable functions, in relation to particular building work or building work of particular descriptions. In other words the charge is the hourly rate multiplied by the number of hours spent on individual/types of building projects.

**Standard Charges** are the council's pre produced charges for the most common types of building works. Please contact the Building Control support team on 0300 123 7027 to obtain a quotation.

**Individually Determined Charges** are for the larger and/or more complex schemes or schemes involving multiple extensions or types of building work.

If your building work is defined as requiring an individual assessment of a charge you should e-mail Building Control at: [building.control@cheshirewestandchester.gov.uk](mailto:building.control@cheshirewestandchester.gov.uk) preferably with 'request for building regulation charge' in the title of the e-mail and provide a description of the intended work. We will contact you within 24 hours

Contact Building Control support team on 03001237027 to obtain the current building control fees for your application. Enter the **Plan Charge** or the **Determined Charge**. Calculate the VAT and complete the total.

Please note that work being carried out for the sole benefit of a person with a disability may be exempt from charges. You should contact the office to discuss the specific situation. Credit card, debit card, cheques or cash payments are accepted. Cheques should be made payable to 'Cheshire West and Chester Council'.

The fees for our service are normally paid in two stages. The **plan charge** is paid at the time of submission of the application and a separate **inspection charge** is payable after the first inspection. The inspection charge covers all site visits, any guidance you require concerning compliance and the issuing of the Completion Certificate for compliant work. Please be aware that the applicant is responsible for payment of all building control fees including the site inspection fee..

**8** Indicate whether your electrician is a member of a Part P self-certifying scheme. (This can be verified by contacting the appropriate scheme organisation). Qualified electricians who are not members of a Part P self-certifying scheme can also have their work inspected and signed off by a third party Part P registered electrician. Alternatively the local authority can arrange for the inspection and testing of electrical works, however **this service will incur additional charges to the applicant.**

**9** The Council will issue a decision on your application within 5 weeks of the receipt of a valid application. This may be extended to 2 calendar months if you agree to this extension of the period.

There are occasions when an extension of time may be required to enable further information to be provided.

You may want the Council to issue you with a conditional approval, asking for further information to be provided before the commencement of the work or cover minor amendments that we require you to add to your plans to show compliance with the Building Regulations.

The Regulatory Reform (Fire Safety) Order refers to buildings other than dwellings.

**If you have not applied for planning permission, then please check if planning permission is required. It is usual to gain planning permission before you apply for building regulation approval.**