



# Warwickshire Building Control Group Building Regulations Submission

(for Guidance Notes see back of form)

If you find the text in this form difficult to read  
we can supply it in a format better suited to your needs

To (Tick as appropriate)

- Stratford-on-Avon District Council
- North Warwickshire Borough Council
- Nuneaton & Bedworth Borough Council
- Rugby Borough Council
- Warwick District Council

**1 Submission Options** (Tick as appropriate)

Full Plans       Building Notice       Regularisation       Reversion

Date when work was first carried out

**2 Address of building to which work relates**

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

**3 Full Description of the work** e.g. Single storey extension to enlarge the lounge

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

**4 Name and Address of Owner/Applicant**

\_\_\_\_\_

\_\_\_\_\_

Post Code \_\_\_\_\_ Telephone \_\_\_\_\_

Fax \_\_\_\_\_ E.mail \_\_\_\_\_

**5 Name and Address of Agent** (if any)

\_\_\_\_\_

\_\_\_\_\_

Post Code \_\_\_\_\_ Telephone \_\_\_\_\_

Fax \_\_\_\_\_ E.mail \_\_\_\_\_

**6 Use of Building** e.g. Dwelling

Existing use \_\_\_\_\_ Intended use \_\_\_\_\_

a) Is the building designated under the Fire Precautions Act 1971      Yes       No

b) Is the building subject to the Fire Precautions (Workplace) Regulations 1997      Yes       No

**7 Prescribed Period** (Full Plans Submissions only)

I agree to the extension of the prescribed period, by which a decision should be issued, from five weeks to a maximum of two months. (Delete paragraph if you wish)

**8 Conditions** (Full Plans Submissions only)

I agree to the plans being passed subject to conditions. (Delete paragraph if you wish)

**Payment** (See Schedule of Charges)

If the application is for new dwellings please enter the number of dwellings.

If the application is for a domestic extension or garage please enter the floor area.

If the application is for any other work please enter the estimated cost of work.

- For Full Plans Applications please pay the Plan Charge from the schedule, we will invoice you for the Inspection Charge when work starts.
- For Building Notice Applications please pay the Building Notice Charge from the schedule.
- For Regularisation Applications please pay the Regularisation Charge from the schedule.

Total Charge Payable

VAT at 17.5% (not required for Regularisation Applications)

Total Cheque Enclosed

**Statement**

This submission is made in relation to the building work described overleaf, in accordance with either Regulation 12(2)(a) or (b) of the Building Regulations 2000 (as amended) or Regulation 21 of the Building Regulations 2000 (as amended) or Regulation 20 of The Building (Approved Inspectors etc) Regulations 2000 (as amended).

The submission is accompanied by the appropriate charge and it is understood that any Inspection Charge including VAT will be invoiced to the owner/applicant when work starts.

Name: \_\_\_\_\_ Signature: \_\_\_\_\_ Date: \_\_\_\_\_

For further information or advice on Building Regulation matters please contact your local Building Control service



**Stratford-on-Avon District Council**  
 Elizabeth House, Church Street,  
 Stratford Upon Avon, CV37 6HX  
 Tel: 01789 260626 Fax: 01789 260630  
 E.mail: [buildingcontrol@stratford-dc.gov.uk](mailto:buildingcontrol@stratford-dc.gov.uk)  
 Web: [www.stratford.gov.uk](http://www.stratford.gov.uk)



**North Warwickshire Borough Council**  
 PO Box 6, The Council House,  
 South Street, Atherstone, CV9 1BG  
 Tel: 01827 715341 Fax: 01827 719294  
 E.mail: [buildingcontrol@northwarks.gov.uk](mailto:buildingcontrol@northwarks.gov.uk)  
 Web: [www.northwarks.gov.uk](http://www.northwarks.gov.uk)



**Nuneaton and Bedworth Borough Council**  
 Town Hall, Coton Road,  
 Nuneaton, CV11 5AA  
 Tel: 024 7637 6154 Fax: 024 76376 340  
 E.mail: [planning@nuneatonandbedworth.gov.uk](mailto:planning@nuneatonandbedworth.gov.uk)  
 Web: [www.nuneatonandbedworth.gov.uk](http://www.nuneatonandbedworth.gov.uk)



**Rugby Borough Council**  
 PO Box 123, Town Hall,  
 Rugby, CV21 2ZP  
 Tel: 01788 533790 Fax: 011788 533778  
 E.mail: [building.control@rugby.gov.uk](mailto:building.control@rugby.gov.uk)  
 Web: [www.rugby.gov.uk](http://www.rugby.gov.uk)



**Warwick District Council**  
 PO Box 2178, Riverside House, Milverton Hill,  
 Leamington CV32 5QH  
 Tel: 01926 450000 Fax: 01926 456542  
 E.mail: [mbick@warwickdc.gov.uk](mailto:mbick@warwickdc.gov.uk)  
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# Schedule of Charges

07/04/2003 to 31/03/2005

New Dwellings up to 300m <sup>2</sup>	Plan Charge	Inspection Charge	Building Notice	Regularisation	Amount Enclosed
1	£150.00	£377.00	£527.00	£632.40	.....
2	£205.00	£522.00	£727.00	£872.40	.....
3	£270.00	£663.00	£933.00	£1,119.60	.....
4	£335.00	£766.00	£1,101.00	£1,321.20	.....
5	£405.00	£848.00	£1,253.00	£1,503.60	.....
6	£475.00	£953.00	£1,428.00	£1,713.60	.....
7	£495.00	£1,018.00	£1,513.00	£1,815.60	.....
8	£515.00	£1,187.00	£1,702.00	£2,042.40	.....
9	£535.00	£1,356.00	£1,891.00	£2,269.20	.....
10	£540.00	£1,541.00	£2,081.00	£2,497.20	.....
Over 10	Please contact Building Control on 01789 260620 for a quotation				

Domestic Fixed Charge Projects	Plan Charge	Inspection Charge	Building Notice	Regularisation	Amount Enclosed
Attached or Detached Garage up to 40m <sup>2</sup>	£110.64	No Charge	£110.64	£132.77	.....
Attached or Detached Garage 40m <sup>2</sup> - 60m <sup>2</sup>	£110.64	£113.19	£223.83	£268.60	.....
Extensions floor area up to 10m <sup>2</sup>	£110.64	£113.19	£223.83	£268.60	.....
Extensions floor area 10m <sup>2</sup> - 40m <sup>2</sup>	£110.64	£217.02	£327.66	£393.19	.....
Extensions floor area 40m <sup>2</sup> - 60m <sup>2</sup>	£110.64	£327.66	£438.30	£525.96	.....
Loft Conversions project value up to £25K	£110.64	£217.02	£327.66	£393.19	.....
Replacement Windows	£60.00	No Charge	£60.00	£72.00	.....

Work not Described Above	Plan Charge	Inspection Charge	Building Notice	Regularisation	Amount Enclosed
Estimated Cost up to £1K	£50.00	No Charge	£50.00	£60.00	.....
Estimated Cost up to £2K	£100.00	No Charge	£100.00	£120.00	.....
Estimated Cost between £2K and £5K	£165.00	No Charge	£165.00	£198.00	.....
Estimated Cost Between £5K and £20K additional charge for every £1K or part thereof over £5K	£41.25 £2.25	£123.75 £6.75	£165.00 £9.00	£198.00 £10.80	.....
Estimated Cost Between £20K and £100K additional charge for every £1K or part thereof over £20K	£75.00 £2.00	£225.00 £6.00	£300.00 £8.00	£360.00 £9.60	.....
Estimated Cost Between £100K and £1Million additional charge for every £1K or part thereof over £100K	£235.00 £0.88	£705.00 £2.62	£940.00 £3.50	£1,128.00 £4.20	.....
Estimated Cost Over £1Million	Please contact Building Control on 01789 260620 for a quotation				

# Guidance Notes

Please indicate which type of application you would like to submit

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## Full Plans Applications

These are suitable for all types of building work. They should include a site location plan and sufficient detailed plans, calculations and specifications to show compliance with the Building Regulations.

For most projects two copies of the proposals are required however for buildings covered by the Fire Precautions (Workplace) Regulations 1997 four copies of the floor plans should be provided.

## Building Notice Applications

A Building Notice is a simplified method of applying for Building Regulation consent and it is best suited to minor domestic work carried out by a competent builder.

The application should include the completed application form and a site location plan.

Building Notice Applications cannot be used where the work is undertaken to a building subject to the Fire Precautions (Workplace) Regulations 1997 or where the proposals affect a Public Sewer.

## Regularisation Applications

These are used to apply for retrospective Building Regulations approval for work carried out after 11 November 1985. As this type of application generally involves exposing work already carried out it is suggested that you contact us to arrange for a site meeting prior to submitting your application.

## Reversion Applications

These are used following the withdrawal of an Approved Inspector allowing the Local Authority to provide the Building Control Service.

6

The Fire Precautions (Workplace) Regulations 1997 cover most buildings where people are employed.

7

All Building Regulation applications are checked in the order in which they are received, by agreeing to an extension of time you are allowing yourself and your building designers more time to deal with any queries we may raise.

8

By agreeing to plans being passed subject to conditions it allows us more flexibility in what we can approve as some details can be resolved as your project proceeds.

## How to Calculate your Charge

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The Schedule of Charges on page 3 should enable you to establish the relevant charge for your project. For domestic works not covered by the 'Fixed Charge Table' including domestic extensions with a floor area greater than 60m<sup>2</sup> the charge should be based on the estimated cost of the works. Please note that the total charge for domestic extensions over 60m<sup>2</sup> should not be less than £438.30 + VAT.

For **Full Plans** applications the 'Plan Charge' should be sent with the application, this charge covers all of the work involved in checking and approving your application. You will be sent an invoice for the inspection charge shortly after your project starts on site, this 'one off' payment covers the cost of all of the inspections carried out on your project together with the issuing of your Completion Certificate following our final inspection.

For **Building Notice, Regularisation and Reversion** applications the charge should be sent with the application. This charge is a 'one off' payment and covers all of our plan checking and inspection work relating to the project, together with the issuing of all certificates at the conclusion of the project.

**Disabled Persons:** no charge is made for domestic Building Regulations applications where the whole of the work relates to providing access, adaption or extension of a building for the benefit of a disabled person.

**VAT:** is payable at the current rate on all charges with the exception of Regularisation Applications.

**Completion Certificates:** Following satisfactory completion of the work we will issue a Completion Certificate confirming that your project has been independently inspected and that it complies with the Building Regulations. You may need this when you wish to sell your property.

If you have any problems completing this form or if you require any further advice please contact your Local Building Control office