

(for Guidance Notes see back of form)

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

DATA PROTECTION

We will use the data that you provide in the fulfilment of our building control function. We may share your information with our software providers, external contractors and advisors for the purpose of fulfilling this function. We do this in the performance of the tasks that we carry out in the public interest and in the exercise of our official authority.

Your personal data will be held in accordance with our Retention and Destruction Policy which is available on our website. To discuss your right to request access to, rectification, restriction, portability or erasure of your personal data, or to object to the way that we process your personal data please visit www.stratford.gov.uk/privacy or contact our Data Protection Officer by post at our Elizabeth House office, by email at data.protection@stratford-dc.gov.uk or by telephone on our mainline number 01789 267575. In addition to our own complaints procedure, you also have the right to make a complaint to the Information Commissioner's Office.

1 Submission Options (Tick as appropriate)

Full Plans Building Notice Reversion

Regularisation 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

Tel

Fax

Email

5 Name and Address of Agent (if any)

Post Code

Telephone

Fax

Email

6	Name and Address of Builder (if different from Agent)		
	Post Code	Telephone	Fax
	Email		
Trade Association Name (if applicable)		Reg No	

7	Use of Building e.g. Dwelling	
	Existing use	Intended use

8	For any building put, or intended to be put, to a use that is covered by the Regulatory Reform (Fire Safety) Order 2005 only a full plans application is acceptable. Such buildings also include HMOs (Houses in multiple occupation) and apartment blocks.
	Please tick box if appropriate <input type="checkbox"/>

9	Prescribed Period (Full Plans Submissions only)
	<i>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)</i>

10	Conditions (Full Plans Submissions only)
	<i>I agree to the plans being passed subject to conditions. (Delete paragraph if you wish)</i>

11	Additional information
	Please include any additional information that may assist in processing your application e.g. name and address of the person to whom accounts should be sent if different from section 4.

12	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 certified scheme, carry out the electrical installation?
	Please tick the appropriate box Yes <input type="checkbox"/> No <input type="checkbox"/>

13	Notes relating to Domestic Electrical work (refer to additional costs in charges tables)
	The council will require that you provide certification of satisfactory testing and inspection for all work not carried out under the competent persons scheme. This requirement may unfortunately increase the cost of the application and may cause a delay (arranging for another electrician to carry out an inspection and test).
	Any electrical installation undertaken by someone who is not registered with a competent persons scheme must provide an installation certificate, together with a test certificate prepared by a member of a competent persons scheme, or equivalent. For certain minor work, a lesser qualification may be accepted.

14 Exemption from charges declaration (In order to claim exemption, any application must be supported by the appropriate evidence as to the nature of the person's disability)

I hereby certify that the work in question:

- (a) is solely for the purpose of providing means of access to enable disabled persons to get into a building and to any part of it, or for providing facilities designed to secure their greater health, welfare or convenience, and
- (b) is to be, or has been, carried out in relation to:
 - (i) a building to which members of the public are admitted (whether by payment or otherwise), or
 - (ii) a dwelling, which is, or is to be, occupied by a disabled person.

Please tick the appropriate box **Yes** **No**

15 Notes on standard charges

These standard charges have been set by the authority on the basis that the building work does not consist of, or include, innovative or high risk construction techniques (details available from the authority) and/or the duration of the building work from commencement to completion does not exceed 12 months.

The charges have also been set on the basis that the design and building work is undertaken by a person or company that is competent to carry out the design and building work referred to in the standard charges tables, that they are undertaking. If not, the work may incur supplementary charges.

The schedule of charges should enable you to establish the relevant charge for your project. For domestic works not covered by fixed charges tables, for example domestic extensions with a floor area greater than 200m², the charges will be individually determined.

16 Individually determined charges

If the work you are carrying out is not listed as a standard charge, the charge will be individually determined.

This method of determining the charge mainly relates to larger schemes and includes the following types of building work.

- Applications subject to a reversion charge (work reverting from an approved inspector to the local authority)
- Building work that is in relation to more than one building
- Building work consisting of alterations to a domestic property (other than extensions) where the estimated cost exceeds £20,000
- Building work consisting of alterations to a non domestic property (other than extensions) where the estimated cost exceeds £100,000
- Building work consisting of a domestic/ non domestic extension where the floor area exceeds 200m²
- Building work consisting of a non-exempt domestic garage or carport with a floor area over 100m²

If your building work is defined as requiring an individual assessment of a charge you should e-mail Building Control at: buildingcontrol@stratford-dc.gov.uk 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.

Alternatively telephone our helpline – 01789 260626.

17	Charges Please refer to tables for fees that reflect your proposals NOTE: Fees do not include VAT and this should be added at the current rate	Area m ²	Estimated cost	Charge payable
	i) If the application is for an extension to the building or a domestic garage please enter the floor area (This area should be measured from the inside wall finishes)			
	ii) If the application is for any other work please enter the estimated cost of the project <i>NB. The 'estimate' is required to be such reasonable amount as would be charged by a person in business to carry out such building work (excluding the amount of any value added tax chargeable).</i>			
	iii) Please confirm the contract duration from commencement to completion			
Payment (Cheques made payable to Stratford-on-Avon District Council)				
	Total charge payable			
	VAT			
	Total enclosed			

18 Statement

This notice is given in relation to the building work as described, is submitted in accordance with Regulation 1 2(2) and is accompanied by the appropriate charge. For Full Plans submissions I understand that further charges will be payable following the first inspection by the local authority. In accordance with Regulation 14(5) I hereby give notice that I require a completion certificate to be provided in accordance with Regulation 17.

Name

Signature

Date

19 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 will need this documentation should you wish to sell, or remortgage your property in the future.**

20 Guidance Notes

Please indicate which type of application you would like to submit

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.

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 Regulatory Reform (Fire Safety) Order 2005 or where the proposals affect a Public Sewer.

Reversion Applications

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

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.

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.

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

If you have any problems completing this form or if you require any further advice please contact Stratford-on-Avon Building Control



Stratford-on-Avon District Council Building Control

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Stratford-upon-Avon CV37 6HX

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