

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](http://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](mailto: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 (Tick as appropriate)

Building Control Approval with Full Plans  Building Notice  Reversion

Regularisation  Date when work was first carried out

2 Address of building to which work relates

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|  |

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

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4 Name and Address of Owner/Applicant

|           |     |     |
|-----------|-----|-----|
|           |     |     |
|           |     |     |
|           |     |     |
| Post Code | Tel | Fax |
| Email     |     |     |

5 Name and Address of Agent (Designer or Contractor) (if any)

|           |           |     |
|-----------|-----------|-----|
|           |           |     |
|           |           |     |
|           |           |     |
| Post Code | Telephone | Fax |
| Email     |           |     |

|          |   |           |        |
|----------|---|-----------|--------|
| <b>6</b> | <b>Name and Address of Contractor</b> (if different from Agent) |           |        |
|          |   |           |        |
|          |   |           |        |
|          | Post Code   | Telephone | Fax    |
|          | Email   |           |        |
|          | Trade Association Name (if applicable)                          |           | Reg No |

|          |                                      |  |                   |  |                    |
|----------|--------------------------------------|--|-------------------|--|--------------------|
| <b>7</b> | <b>Use of Building</b> e.g. Dwelling |  |                   |  |                    |
|          | Existing use                         |  | Number of storeys |  | Height of building |
|          | Intended use                         |  | Number of storeys |  | Height of building |

|          |  |  |
|----------|--|--|
| <b>8</b> | <b>Proposed work (continued)</b> Please provide details of the provision to be made for the drainage of the building.  |  |
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|          |  |  |
|          |  |  |
|          | Does requirement H4 (Building over sewers) apply to the proposed work? <b>Yes</b> <input type="checkbox"/> <b>No</b> <input type="checkbox"/>  |  |
|          | Requirement H4 applies only to work carried out:   |  |
|          | (a) over a drain, sewer or disposal main which is shown on any map of sewers; or   |  |
|          | (b) on any site or in such a manner as may result in interference with the use of, or obstruction of the access of any person to, any drain, sewer or disposal main which is shown on any map of sewers. |  |
|          | <b>If yes</b> , please provide details of the precautions to be taken in the building over a drain, sewer or disposal main to comply with the requirements.  |  |
|          |  |  |
|          |  |  |
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|          |  |  |

|  |   |
|--|---|
| <b>9</b>   | <b>Commencement of work</b>   |
|  | Please provide: The date when it is proposed the work will reach the point when it is to be registered as commenced in accordance with Regulation 46A (Lapse of building control approval: commencement of work) of the Building Regulations 2010 (as amended). |
|  | Date  |
| Work is to be regarded as commenced when the sub-surface structure of the building or the extension including all foundations, any basement level (if any) and the structure of ground floor level is completed. Where the work consists of any other building work, work is to be regarded as commenced when 15% of the proposed work is completed. |   |

|           |   |
|-----------|---|
| <b>10</b> | <b>The Regulatory Reform (Fire Safety) Order 2005</b>   |
|           | 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"/>   |

**11 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 further date agreed by all parties in writing, initially set for an extended four weeks. (Delete paragraph if you wish)*

**12 Granting of an application for Building Control approval with full plans subject to requirements**

*Do you consent to the application for building control approval with full plans being granted with requirements?*

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

*Requirements are modifications that the local authority may specify must be made in the full plans, or further plans as the authority may specify must be provided before work to which those plans relate starts.*

**13 New Dwelling** Please confirm that if the application consists of a New Dwelling unit that the following information will be provided on submission of the form

Design SAP Calculation in accordance with Approved Document L Please tick box if provided

Connectivity Plan in accordance with Approved Document R Please tick box if provided

**Note A Building Notice application will not be accepted if this information is not submitted with this form**

**14 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.

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**15 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**

**16 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.

**17 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.

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](mailto: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.

| 18  | <b>Charges</b> Please refer to tables for fees that reflect your proposals<br>NOTE: Fees do not include VAT and this should be added at the current rate  | Area<br>m <sup>2</sup> | Estimated<br>cost | Charge<br>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<br><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   |                        |                   |                   |
| <b>Payment</b> (Cheques made payable to Stratford-on-Avon District Council) |   |                        |                   |                   |
|   | Total charge payable  |                        |                   |                   |
|   | VAT   |                        |                   |                   |
|   | Total enclosed  |                        |                   |                   |

| 19 | <b>Statement</b>   |
|----|--|
|    | 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 <span style="float: right;">Signature</span>  |
|    | Date   |

| 20 | <b>Completion Certificates</b>   |
|----|--|
|    | 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. <b>You will need this documentation should you wish to sell, or remortgage your property in the future.</b> |

| 21 | <b>Guidance Notes</b>  |
|----|--|
|    | <p><b>Please indicate which type of application you would like to submit</b></p> <p><b>Full Plans Applications:</b> 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.</p> <p><b>Building Notice Applications:</b> 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.</p> <p>The application should include the completed application form and a site location plan.</p> <p>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.</p> <p><b>Reversion Applications:</b> These are used following the withdrawal of an Approved Inspector allowing the Local Authority to provide the Building Control Service.</p> <p><b>Regularisation Applications:</b> 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.</p> <p><b>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.</b></p> <p><b>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</b></p> |



**Stratford-on-Avon District Council  
Building Control**

Elizabeth House, Church Street  
Stratford-upon-Avon CV37 6HX  
Telephone 01789 260626  
Email [buildingcontrol@stratford-dc.gov.uk](mailto:buildingcontrol@stratford-dc.gov.uk)  
Web [www.stratford.gov.uk/buildingcontrol](http://www.stratford.gov.uk/buildingcontrol)

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