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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.

Quote reference number (if quote provided)

QU/SDCBC/

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**

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

4 **Applicant Details** (person/s submitting application)

Name

Address

Post Code

Tel

Fax

Email

5 **Client details** (where different from the Applicant)

Name

Address

Post Code

Tel

Fax

Email

6 Principal Contractor/ Sole or Lead Contractor details

Name

Address

Post Code

Tel

Fax

Email

Trade Association Name (if applicable)

Reg No

7 Principal Designer / Sole or Lead Designer Details

Name

Address

Post Code

Tel

Fax

Email

8 Use of Building e.g. Dwelling

Existing use

Number of storeys

Height of building

Intended use

Number of storeys

Height of building

9 Proposed work (Drainage) Please provide details of the provision to be made for the drainage of the building.Does requirement H4 (Building over sewers) apply to the proposed work? **Yes** **No**

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.

If yes, please provide details of the precautions to be taken in the building over a drain, sewer or disposal main to comply with the requirements.

10 Commencement of work

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.

11 The Regulatory Reform (Fire Safety) Order 2005

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 **12 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)

20	Charges Please refer to tables for fees that reflect your proposals	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			
				

21	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

22	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.

23	Guidance Notes
	<p>Please indicate which type of application you would like to submit</p> <p>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.</p> <p>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.</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>Reversion Applications: These are used following the withdrawal of an Approved Inspector allowing the Local Authority to provide the Building Control Service.</p> <p>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.</p> <p>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.</p> <p>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</p>



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

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