

BUILDING CONTROL

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Building Control, Council Offices, Gibson Building, Gibson Drive, Kings Hill, West Malling, ME19 4LZ



Building Regulations Application for Building Control Approval with Full Plans (England)

The Building Act 1984, The Building Safety Act 2022, The Building Regulations 2010, The Higher Risk Buildings (Descriptions and Supplementary Provisions) Regulations 2023.

This application for Building Control Approval with Full Plans conforms to the Building Regulations 2010 and may be used for submissions with any Local Authority in England and Wales. This form is to be completed by the owner or their agent. If the form is unfamiliar, please read the notes at the end of this form.

1. Applicants Details (See Note 1)

Full Name:	<input type="text"/>		
Address:	<input type="text"/>		
Post Code:	<input type="text"/>	Telephone:	<input type="text"/>
Email Address:	<input type="text"/>		

2. Clients Details (Where different from above)

Full Name:	<input type="text"/>		
Address:	<input type="text"/>		
Post Code:	<input type="text"/>	Telephone:	<input type="text"/>
Email Address:	<input type="text"/>		

3. Principle Contractor/Sole Contractor (Where known, please provide these details as soon as known and before commencement of work)

Full Name:	<input type="text"/>		
Address:	<input type="text"/>		
Post Code:	<input type="text"/>	Telephone:	<input type="text"/>
Email Address:	<input type="text"/>		

4. Principle Designer / Agent (Where known, please provide these details as soon as known and before commencement of work)

Full Name:

Address:

Post Code:

Telephone:

Email Address

5. Location of building work (site address)

Address:

6. Proposed Work (see note 2)

7. Commencement Date (see note 3)

8. Use of Existing Building (see note 4)

9. Regulatory Reform (Fire Safety) Order 2005 (as amended) (see note 5)

Is the building a building to which the Regulatory Reform (Fire Safety Order 2005) as amended applies or will apply after completion of the building work? Yes No

10. Granting of an Application for Building Control Approval with Full Plans subject to Requirements (Conditions) (see note 6)

Do you consent to the plans being subject to approval subject to requirements (conditions)? Yes No

11. Statement

This form is to be completed by the person intending to carry out the works, i.e. the owner/applicant, or their agent. This application is given in relation to the building work as described, is submitted in accordance with Regulation 14 and is accompanied by the appropriate fee. I understand that further fees will normally be payable following the first inspection of the work by the Local Authority.

Full name: Signature:

Date:

Personal data collected through this form will be held and processed in accordance with the General Data Protection Regulation, the Data Protection Act 2018 and, except where otherwise stated, in accordance with the Council's Privacy Statement. The Council's Privacy Statement, including more information about your data protection rights, can be found at www.tmbc.gov.uk/privacy-notice

12. Building Regulation Charges The Building (Local Authority Charges) Regulations 2010

Please refer to our published standard fee tables.

New housing (table A)

Number of houses in the scheme

£

Domestic extensions, garages and carports (table B)

Single storey extension(s) – floor area

m2 £

2 or 3 storey extensions(s) - floor area

m2 £

Detached out building i.e garage or shed – floor area

m2 £

Loft conversion – floor area

m2 £

Garage, carport or store extension

m2 £

Garage conversion

£

Alterations (table C)

All other work – estimated cost

£

Total Full Plans fee enclosed (including VAT)

£

Are the works **solely** to provide access and facilities for a disabled person(s)

Yes

No

Multiple work reductions: for details of multiple work reductions, please see Building Control Charges leaflet or contact us.

Notes

1. **Applicant Details;** The 'applicant' is the person on whose behalf the work is being carried out e.g the owner.
2. **Proposed Work;** A brief description of the proposed work should be provided, i.e., single storey rear extension or similar. Where applicable and necessary these details should also include the existing and proposed use of the building, the height of the building after the proposed works (measured from ground level to the highest floor level), the number of storeys, and provision made for foul and surface water drainage.
3. **Commencement Date;** If known, state the date when it is proposed the work will reach the point when it is regarded as commenced in accordance with Regulation 46A. Building Regulations 2010 (as amended).
4. **Use of Existing Building;** where applicable and possible, provide a description of the existing building including;-
 - i. Details of current use of building, i.e. domestic, commercial, etc.
 - ii. The height of the building
 - iii. The number of storeys determined in accordance with Regulation 6 of the Higher Risk Buildings Regulations 2023.
5. **Fire Safety Order;** A 'designated' building is subject to the Regulatory Reform (Fire Safety) Order 2005, i.e. non-domestic properties, common areas of flats and homes in multiple occupation, etc.
6. **Requirements/Conditions;** Section 16 of The Building Act 1984 provides for the passing of plans subject to conditions, the conditions may specify modifications required to the plans and/or further information required.
7. **Extension of time;** The outcome of the application should be determined within 5 weeks from the date the application was validated, or within a longer period agreed in writing.
8. **Accompanying documentation; Under Regulation 14,** This application for Building Control Approval with Full Plans should be accompanied by plans showing compliance with the Building Regulations 2020 (as amended) depending on the type of work being undertaken. In usual cases, layout plans, details / specifications or construction notes, sections and structural design details are required.
9. **Building Control Charges;** Full Plan application fees are generally payable in two stages. The plan fee must accompany the application and covers plan checking and consultations. We will invoice you for the inspection fee which is payable after our commencement of works and covers all anticipated site visits. Payments can be made by credit/debit card by visiting our website: www.tmbc.gov.uk or by calling 01732 876230 or by cheque made payable to Tonbridge and Malling Borough Council. If you decide to withdraw your application for whatever reason, there may be a charge for cancellation or withdrawal of an application. Please be aware that work will not progress on your application unless the applicable plan fee has been paid. Where the work falls outside our published standard fee tables, we can provide a quotation for individually determined charges on request. All charges will be in line with The Building (Local Authority Charges) Regulation 2010.
10. **Higher Risk Buildings;** This application for Building Control Approval with Full Plans is to inform the Local Authority of building work restricted to certain building types; this form cannot be used for building control applications on works to higher risk buildings. Guidance in such cases can be found on the Government website, <https://www.gov.uk/guidance/managing-building-control-approval-applications-for-higher-risk-buildings>
11. **Competent Persons Schemes** Competent Person Schemes (CPS) were introduced to allow individuals and enterprises to self-certify that their work complies with the Building Regulations as an alternative to submitting an application. For further details please refer to; www.competentperson.co.uk/
12. **Completion Certificate** A Completion Certificate will be issued upon satisfactory completion of the work and receipt of a Completion Notice as required under Regulation 16 (4A). Applicants should note that a request to inspect completed building works should be received by the Council within five years of the original notice of works or Full Plans application. If a request is received outside of this time, an inspection may be made at the absolute discretion of the Council and an additional fee shall be payable in this respect.
13. **Planning Permission;** If you are intending to carry out building works or make a material change of use of a building you may need Planning Permission. You can obtain guidance from our Planning team on 01732 876230. Option 1.
14. **Expiry date** A Full Plans application shall cease to have effect from three years after it is given to the Local Authority unless the work has commenced before the expiry of that period.
15. **Communications;** All communications will be made electronically (by email) where possible.
16. **General guidance only;** These notes are for general guidance only; particulars regarding the deposit of plans are contained in Regulation 14 of The Building Regulations 2010 and in respect of fees, in The Building (Local Authority Charges) Regulations 2010.