

## Application for Building Control Approval with Full Plans

The Building Act 1984. The Building Regulations 2010 (as amended)

View our [guidance notes](#) (opens in a new tab)

### 1 Contact information for various interested parties: (Please state if the details are not known or not applicable)

**Client** (Person/Company requesting the building work):

Title Forename Surname

Name:

Organisation

Name/No.

Street:

Locality:

(Enter N/A if unknown)

City

Postcode

Tel:

Email:

Person/Company submitting on behalf of the client :

Title Forename Surname

Name:

Organisation

Name/No.

Street:

Locality:

(Enter N/A if unknown)

City

Postcode

Tel:

Email:

Important: Where the application is not being submitted by the client, we will seek from your client a 'Statement of consent', signed and dated by the client stating that they agree that the application can be made and the information contained in the application is correct. The application will not be processed until it is provided.

### 2

**Principal Designer** (Person/Company)

Title Forename Surname

Name:

Organisation

Name/No.

Street:

Locality:

City

Postcode

Tel:

Email:

**Principal Contractor** (Person/Company)

Title Forename Surname

Name:

Organisation

Name/No.

Street:

Locality:

City

Postcode

Tel:

Email:

### 3

**Site this application relates to**

Organisation

Name/No

(Enter N/A if unknown)

Street

Locality

Town/City

Post Code

Brief description of the proposed building works

Type of Work (see note below)

Please ensure that if the client is a business, that you do NOT select Domestic.

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3a

Use of Building

1. What is the intended use of the building:

2. What is the Intended use of each storey:

3. What is the height of the building after the proposed work in metres:

4. The number of storeys after the proposed work:

(As determined in accordance with regulation 6 of the higher-Risk Buildings (Descriptions and Supplementary Provisions) Regulations 2023)

Where the work consists of work to an existing building:

1. What is the current use of the building:

2. What is the current use of each storey:

3. What is the current height of the building in Metres

4. How many storeys does the building currently have:

(As determined in accordance with regulation 6 of the higher-Risk Buildings (Descriptions and Supplementary Provisions) Regulations 2023)

Provisions to be made for drainage of the building.

Does requirement H4 (building over sewers) apply to the proposed work ?

Requirement H4 applies only to work carried out:

(i) over a drain, sewer or disposal main which is shown on any map of sewers

or

(ii) 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 H4 is applicable please provide details of the precautions to be taken in the building over a drain, sewer or disposal main to comply with the requirements:

The building is a building to which the Regulatory Reform (Fire Safety) order 2005 applies or will apply after the completion of work?

Where the answer to the previous question is Yes please confirm provisions to comply with Section 13 of the Essex Act 1987.

Date when it is proposed that work will commence and the foundations and structure of ground floor level are to be completed.  
(If known)

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4	<p>If new dwellings are being erected, please indicate the number of dwellings for each category</p> <table style="width: 100%; border: none;"> <tr> <td style="width: 33%; text-align: center;">Private Enterprise</td> <td style="width: 33%; text-align: center;">Social Landlord</td> <td style="width: 33%; text-align: center;">Local Authority</td> </tr> </table>	Private Enterprise	Social Landlord	Local Authority	
Private Enterprise	Social Landlord	Local Authority			
5	<p>Payments associated with this application: (Plan charge)          Our preferred method of payment is now via our electronic payment portal. Once your application has been validated by us, we will send you a payment link by email.          Please indicate who this pay-link should be sent to:(please select)          If other you <u>must</u> provide details</p> <p>Contact Name</p> <p>Street Address</p> <p>Locality</p> <table style="width: 100%; border: none;"> <tr> <td style="width: 50%;">Town/City</td> <td style="width: 50%;">Post Code</td> </tr> <tr> <td>Phone</td> <td>Email</td> </tr> </table>	Town/City	Post Code	Phone	Email
Town/City	Post Code				
Phone	Email				
6	<p>Conditions</p> <p>Do you consent to plans being passed subject to conditions where appropriate?</p> <p>Do you consent to an extension of the statutory time limit by 3 weeks if necessary ?</p>				
7	<p>Charges (<a href="#">View our Information on charges</a>) Opens a new tab</p> <p>If you have already been quoted a figure, please provide details          Any further information which may assist in calculating the correct charge?</p> <table style="width: 100%; border: none;"> <tr> <td style="width: 40%;">Calculated charges if known. Full Plans Charge: £</td> <td style="width: 20%;">+VAT: £</td> <td style="width: 40%;">= Total: £</td> </tr> </table>	Calculated charges if known. Full Plans Charge: £	+VAT: £	= Total: £	
Calculated charges if known. Full Plans Charge: £	+VAT: £	= Total: £			
8	<p>Electrical Work</p> <p>If the works include the carrying out of controlled electrical work in a dwelling house, flat or associated gardens and outbuildings, are you using an installer who is registered with a relevant competent persons scheme?</p> <p>Please note that where a registered electrical installer is not being used, a supplementary building control charge may be payable. (see or <a href="#">Building Control Charges</a> information in a new tab )</p>				
9	<p>Additional Information</p> <ol style="list-style-type: none"> <li>1. Are there any trees on/adjacent to the site? (if yes, please show on a plan)</li> <li>2. Has a planning application been submitted for these proposals?              If so what is the planning reference? (if known) <span style="float: right;">Planning Ref</span></li> <li>3. Any other information you would like to make us aware of..</li> </ol>				
10	<p>Required documents</p> <p>Please use the "Add Supporting Documents" button in the toolbar below to upload your supporting plans and documents. For guidance on the type of <a href="#">plans required</a> (opens in a new tab)          Please note PDF file format is preferred.</p>				
11	<p>Statement</p> <p>The application is an application for building control approval with full plans given under regulation 12(2)(b) together with the appropriate charge. I understand that a further charge will be payable following the first inspection by the local authority.</p> <p>I agree <span style="margin-left: 100px;">and Sign here (enter your name)</span></p> <p style="text-align: center;">Date</p> <p>We will assume you would prefer to receive correspondence electronically unless you select here</p>				

#### Data Protection Declaration

Chelmsford City Council is a Data Controller for the purposes of data protection legislation. All personal information is held and processed in accordance with this. Please refer to our [Privacy Notices](#) published on our website. Please contact us if you need the privacy notice in an alternative format.