



Civic Centre, Station Road, Addlestone, Surrey KT15 2AH
 Tel: 01932 425135 (Building Control) Tel: 01932 838383, Fax: 01932 838384
 www.runnymede.gov.uk E-mail: building.control@runnymede.gov.uk

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

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

This form should be completed in BLOCK CAPITALS by the person who intends to carry out building work or their agent. If you need assistance in completing this form, please contact Building Control. (Please note that where an email address is supplied this will be used for all correspondence.) Building Control will require One copy of this application form together with one copy of the site plan, plans and calculations.

1 Applicant details (person completing the form)	2 Client details (where different from the applicant)
Name:	Name:
Address:	Address:
Postcode:	Postcode:
Tel:	Tel:
Email:	Email:
3 Principal contractor/Sole contractor details (where known)	4 Principal designer/Sole or Lead designer details
Name:	Name:
Address:	Address:
Postcode:	Postcode:
Tel:	Tel:
Email:	Email:

5. Regulatory Reform (Fire Safety) Order 2005 (as amended)
 Is the building a building to which the [Regulatory Reform \(Fire Safety Order 2005\)](#) or will apply after completion of the building work*?
Yes / No *delete as appropriate

6. Location of site to which the building work relates
 Address of site (including postcode)

7. Existing buildings (append additional information where necessary)

Where applicable, provide a description of the existing building, including:

- (i) details of the current use of the building, including the current use of each storey
- (ii) the height of the building
- (iii) the number of storeys in the building as determined in accordance with [Regulation 6 of the Higher-Risk Buildings \(Descriptions and Supplementary Provisions\) Regulations 2023](#)

8. Proposed works (append additional information where necessary)

Provide a description of the proposed work, including:

- (i) details of the intended use of the building, including the intended use of each storey
- (ii) the height of the building after the proposed work (iii) the number of storeys in the building after the proposed work as determined in accordance with [The Higher-Risk Buildings \(Descriptions and Supplementary Provisions\) Regulations 2023](#)
- (iv) the provision to be made for the drainage of the building
- (v) where paragraph [H4 of Schedule 1](#) imposes a requirement, the precautions to be taken in the building over a drain, sewer or disposal main to comply with the requirements of that paragraph
- (vi) the steps to be taken to comply with any local enactment that applies

9. Commencement (append additional information where necessary)

State the date when it is proposed the work will reach the point when it is to be regarded as commenced in accordance with [Regulation 46A](#) (lapse of building control approval, commencement of work); or where the work does not consist of work to which paragraph (2) or (3) of [Regulation 46A](#) applies, state the details of the work which the client considers amounts to 15% of the proposed work

10. 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*?

Yes / No *delete as appropriate

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.

11. Do you agree to an extension of time should this become necessary?

Yes / No *delete as appropriate

12. Declaration

This application for building control approval with full plans is in relation to the building work etc., as described above. It is submitted in accordance with [Regulation 12\(2\)\(b\)](#) and is accompanied by the appropriate charge

I understand that further applicable charges (such as inspection fees) may become payable by the building owner following the first inspection undertaken by the local authority

I / we apply for building control approval with full plans as described on this form and as detailed on any supplementary documents

Signature of applicant (where the applicant is not the client) _____

Date: _____

I, the client, confirm I agree to the application being made and that the information contained in the application is correct.

Signature of client (where the client is not the applicant): _____

Date: _____

Notes:

1. Subject to certain exceptions a Full plans Application attract two charges. The first payment must accompany this application and the second payment is payable after the first site inspection.
2. The appropriate charge is dependent upon the type of work proposed. Tables and methods of calculation are set out in the Guidance Note on Charges, which is available on our website.
3. Section 14a of the Building Regulations 2010 (As Amended) provides for the granting of applications approval for Full Plans subject to requirements The requirements may specify modifications to the deposited plans and/or that further plans shall be deposited.
4. These notes are for general guidance only, particulars regarding the deposit of plans are contained in Regulation 14a of the Building Regulations 2010 (as Amended) and, in respect of charges, in the Building (Local Authority Charges) Regulations 2010.
5. Persons proposing to carryout building work or make a material change of use of a building are reminded that permission may be required under the Town and Country Planning Acts.
6. Where electrical work is not carried out and registered by an electrician under a part P Competent Persons scheme an additional fee and application will be required for this work.

The application for building control approval with full plans to inform the local authority of building work etc., is restricted to certain building types. Additional information will also be required to accompany your application for building control approval with full plans, depending upon the work proposed. Further information can be on our website. This form cannot be used for building control approval applications for higher-risk building work or stage of higher- risk building work or for work to existing higher-risk buildings. Applications for building work to higher-risk buildings can be made [here](#) .