

**1 Submission Details**  
 Do you wish to submit a "Full Plans"  a 'Building Notice'  or 'Regularisation Application'  *please tick as appropriate*  
*Please read Notes and Guidance section on Page 2*

**2 Address where building work is to be carried out**  
 Address: .....  
 .....  
 Postcode: .....

**3 Full Description of the Work** - e.g. Single storey extension to enlarge the lounge  
 .....  
 .....  
 .....  
 Commencement date if known ..... No. of storeys: .....

**4 Applicant's details** - Please give FULL NAME, postal address and daytime telephone/fax number  
 Name: .....  
 Address: .....  
 .....  
 Postcode: ..... Tel: ..... Fax: ..... email: .....

**5 Agent's details** (if applicable) - Please give details of the person dealing with the project  
 Name: .....  
 Address: .....  
 ..... Postcode : .....  
 Tel: ..... Fax: ..... email: .....

**6 Use of building**  
 1. State present use: ..... 2. State proposed use: .....  
 State whether the building is subject to the "Regulatory Reform (Fire Safety) Order 2005" **Yes / No**  
*If "YES" a "FULL PLANS" application will be required with four copies of the floor plans. A "Building Notice" application is not acceptable in these situations.*

**7 Other Applications**  
 Has planning permission, listed building and/or  
 Conservation Area Consent been applied for? ..... Reference No: .....

**8 Prescribed Period - (Full plans submissions only)**  
 The Building Act allows five weeks to give a decision on a "full plans" submission. Our aim is to process every submission as soon as possible. In some cases we may require more information from you. To allow you time to obtain this information, we suggest that you agree to the extension of the five week period to two months.  
**It will not delay our processing of your application.**

Do you consent to an extension of time? **Yes / No** (Full Plans Submission only)

**9 Conditions - (Full plans submissions only)**  
 Do you consent to the plans being passed subject to conditions where appropriate? **Yes / No**

For Office Use only :

# Notes and Guidance

This form will usually be acceptable for submission to any Local Authority in England and Wales.

## 1. Submission options

You may choose to use the full Plans' or 'Building Notice' option. However, the 'Building Notice' option cannot be used where:

- a) The building is subject to the Regulatory Reform (Fire Safety) Order 2005 to enable consultation with the fire authority.
- b) The building work is over or near a public sewer.
- c) The proposed new dwelling fronts onto a private street.

The following information should be submitted together with one completed copy of this form and the appropriate fee.

### Full Plan Applications :-

Full constructional specification and details plus duplicate copies of plans. Two additional copies of layout plans will be required for work to, or in relation to, buildings subject to the Regulatory Reform (Fire Safety) Order 2005 to enable consultation with the fire authority.

### Building Notice Applications:-

In the case of a Building Notice, a site plan, indicating where applicable, size and position of building /extension, boundary and drainage details. (Please note additional information may be requested)

### Building Regulations

These notes are for general guidance only; particulars regarding the deposit of Full Plans are contained in Regulation 14 and Building Notice in Regulation 13 of the Building Regulations and, in respect of charges, in the Building (Local Authority Charges) Regulations 1998.

### Regularisation Application:-

Subject to certain exceptions a Regularisation Submission attracts charges payable by the owner of the work or of the building. The charge must accompany the deposit of notice and the amount is equal to 120% of the charge, excluding VAT, that would have been payable had the application been deposited prior to the commencement of the work.

The appropriate charge is dependent upon the type of work proposed. Charges and methods of calculation are set out in the Guidance Notes on Charges which is enclosed.

The local authority may require the applicant to take such reasonable steps, including laying open the unauthorised work for inspection by the authority, making tests and taking samples, as the authority think appropriate to ascertain what work, if any, is required to secure that the relevant requirements are met.

## 2. Address of the site / premises

If a precise address has not yet been allocated please provide an accurate description for location purposes. We will also use this information to determine the location of any public sewers. You cannot build over, or close to, a public sewer without the consent of the Public Water Utility Company.

## 3. The Party Wall etc. Act 1996

If your proposals involve works to, or near to, a party wall or boundary, The Party Wall etc. Act 1996 may apply to you. Please contact us for a copy of 'The Party Wall etc. Act 1996' explanatory booklet.

## 4. Completion Certificates

The issuing of a Completion Certificate can only be carried out when electrical safety certificates have been received and the appropriate charge has been paid in full.

## 5. Drainage Connection

Subject to certain provisions of the Water Industries Act 1991, owners and occupiers of premises are entitled to have their private foul and surface water drains and sewers connected to the public sewers, where available. Special arrangements apply to trade effluent discharge. Persons wishing to make such connections must give not less than 21 days notice to the Authority.

Plans or Notices must be submitted to the Council under the Building Regulations and any necessary Planning Permission obtained (If you haven't done so, you are advised to contact the Development Control Group Tel. (01446) 704659 BEFORE any work on site is commenced.



## 10 Electrical Installations in dwellings only.

Please indicate which of the following methods you intend to use in order to demonstrate that all fixed electrical installation works associated with this application will be designed, installed, inspected and tested in accordance with BS7671: 2001. (as amended)

a) Competent Person Scheme

No additional charge (See list of approved schemes in attached guidance note)

b) Building Control Body

Note: this option will attract an additional charge of £234.59 over and above the normal application charge identified from the attached charges scheme based on the cost of the electrical installation works and full cost recovery

## 11 Charges - Please make cheques payable to Vale of Glamorgan Council

Schedule 1. Dwellings not more than 3 storeys & not more than 300m<sup>2</sup> in floor area

Number of dwellings  For other dwellings use table C  £

Schedule 2. Certain domestic extensions, Loft Conversions, Garages/Carports

Floor area (m<sup>2</sup>)  Extensions with floor area over 80m<sup>2</sup> use table C  £

Schedule 3. Other works based on the full estimated cost

Estimated cost  £  £

Additional fees for electrical works where applicable

(From section 10 above)  £

Total Charges payable  £

I wish to be considered for disabled person's exemption YES / NO

## 12 Statement

This notice is given in relation to the building work as described, in accordance with Building Regulation 12 (2) (a) (b) and is accompanied by the appropriate payment. I/We understand that further charges may be payable following the first inspection by the local authority.

Name: .....

Signature: .....

Date: .....