



Building Control, Planning and Development Services
Transport, Environment and Planning,
West Offices, Station Rise, York, YO1 6GA.

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Full Plans / Building Notice Application Form

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

Application No:

Date:

Receipt No:

Receiving Officer Initials:

^^For Office use only^^

This form is to be filled by the person who intends to carry out building work or their agent. If the form is unfamiliar please read the notes which follow or consult the Building Control office via the details at the top of this form.

Where an email address is provided we will use this to communicate with you regarding your application.

The below information is required under Regulation 14 of the Building Regulations to make a valid application for Building Control approval

This application is a (tick as appropriate):

FULL PLANS APPLICATION

☐

BUILDING NOTICE

☐

1. Applicant's Details

Name:

Address:

Postcode:

Telephone:

Email:

2. Client Details (where different from the applicant)

Name:

Address:

Postcode:

Telephone:

Email:	
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3. Principle Contractor/Sole Contractor details (where known)

Name:	
Address:	
Postcode:	
Telephone:	
Email:	

4. Principal Designer/Sole or Lead Designer details

Name:	
Address:	
Postcode:	
Telephone:	
Email:	

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

Is the building a building which the Regulatory Reform (Fire Safety) Order 2005 applies?			
Yes	☐	No	☐

6. Location of site/building to which the building work relates

Address:	
Postcode:	

7. Existing buildings (append additional information where necessary)

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

- i. Details of the current use of the building, including the 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)

Please provide a description of the proposed work – ensure your description corresponds with the description provided in your Planning Application (where applicable). In your description, please also consider the following:

- 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 [Regulation 6 of 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 the 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 the proposed 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, stat the details of the work to which the client considers amounts to 15% of the proposed work

Date:

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?

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

Yes

☐

No

☐

11. Fees (see guidance note on Fees for Information)

When fees are based on estimated cost of the work a written estimate of the total cost of the work shown on the plans must be provided.

Full Plans Charge: (£)		Plus VAT @ 20%:	
Plan Fee Charge: (£)		Inspection Charge: (£)	
Building Notice Charge: (£)		Plus VAT @ 20%:	
Total: (£)			
Total Floor Area of new building or extension (m ²):			
Timescale of project (months):			
Estimate of total cost of the work (excluding VAT): (£)			

12. Before Applying

If the proposed work is to be either:

- a) A property that is rented, from a Local Authority, Housing Association, or Private Landlord;
- b) A purchased property, that was previously owned by either the Local Authority, Housing Association or a Private Landlord;

Please ensure that you have all the necessary permissions (in writing) from the landlord, to alter the fittings of the building. It is your responsibility to establish that all relevant permissions have been obtained prior to starting the work.

13. Declaration

This application for Building Control Approval 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 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 and agree to the application being made and that the information contained in the application is correct.

Signature of Applicant (where the applicant is not the Client):

Date:

FULL PLANS APPLICATION

Important Notes if you are submitting a **FULL PLANS** Application:

1. Notices of Approval/Rejection will contain a schedule of the approved/rejected plans and will **not** be returned with any of the submitted plans.
2. For commercial applicants, following the commencement of the building work, an inspections invoice will be raised if required in accordance with your fees quote.
3. If the invoice should be sent to a third party or an alternative address, then please provide the relevant information in the **Third Party Invoicing Details** section below.

Third Party Invoicing Details

Name:

Address:

Postcode:

Telephone:	
Email:	

NOTES

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| <ol style="list-style-type: none"> 1. The applicant is the person on whose behalf the work is being carried out, e.g. the building's owner. 2. One copy of this notice should be completed and submitted with one copy of plans and particulars in accordance with the provisions of Building Regulation 14. 3. Subject to certain exceptions where Part B (Fire Safety) imposes a requirement in relation to proposed building work, two further copies of plans which demonstrate compliance with the requirements should be deposited. 4. Subject to certain exceptions a Full Plans/Building Notice submission attracts fees payable by the person by whom or on whose behalf the work is to be carried out. Most Full Plans charges are payable in two stages and one charge for Building Notices. 5. The first Plans charge must accompany the deposit of plans and the second charge is payable after the first site inspection of work in progress. The second charge is a single payment in respect of the relevant work to cover all site visits and consultations which may be necessary until it is satisfactorily completed. 6. The appropriate fee is dependent upon the type of work proposed. Fee scales and methods of calculation are set out in the Guidance Notes on Fees which is available on request. | <ol style="list-style-type: none"> 7. Subject to certain provisions of the Public Health Act 1936 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 appropriate authority. 8. Section 16 of the Building Act 1984 provides for the passing of plans subject to requirements. The requirements may specify modifications to the deposited plans and/or that further plans shall be deposited. 9. 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. 10. Persons proposing to carry out 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. 11. Further information and advice concerning the Building Regulations and planning matters may be obtained from your local authority. |
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The Council is committed to meeting its data protection obligations and handling your information securely. The Planning and Development Services Privacy Notice sets out how we will use your information in the course of our work as a Local Building Control Authority.

<https://www.york.gov.uk/privacy/PlanningAndDevelopmentServices>