

Leaflet 4

How do I make a Building Regulation application and how is it processed?

Applications can be submitted in 3 ways

Over the counter at the Development Enquiry Centre
By post
Electronically by email . (please contact us for details)

When should an application be submitted?

An application must be submitted before work commences on site - preferably as soon as possible but a minimum of one week in advance.

Who submits the application?

You may submit the application yourself or you may employ someone to do it for you. If an agent or architect is employed correspondence will usually be posted to them.

How do I submit an application?

There are two ways of obtaining Building Regulations certification: a Full Plans application or a Building Notice:

Full Plans - This is thought of as the traditional way of applying for Building Regulations approval. Your agent or architect will draw up detailed plans and supporting information for the proposed building work and will submit them to us together with an application form and the necessary plan charge.

Building Notice application - This type of application is best suited to minor domestic work carried out by a competent builder. Under this scheme no formal approval notice or plans are issued and work is approved on site as it progresses.

To use the Building Notice process you or your agent /architect will need to submit a building notice application form together with a site location plan and the required charge.

General notes on completing the Full Plans application form. (Notes relating to a Building Notice are included on the form itself).

1 – Applicant's details: the applicant is the owner of the building or land where the work is taking place.

2 - Agent's details: contact details of the person who is submitting the application on your behalf.

3 - Location of building to which work relates: address of the site where the building work is to take place, this is not always where the owner of the building lives.

4 - Proposed work: provide details of proposed building work, e.g. ground floor kitchen extension, internal alterations etc.

5 - Use of building: what is the proposed use of a new building? If it's an existing building, what is it used for now?

6 - Additional Information:-

If **Planning Permission** has been applied for, please state the reference number.

Extension of time -The application should be approved or rejected within five weeks. As this may not give adequate time to reply if we have to request amendments or further information, you may wish to extend this period up to a maximum of two months by confirming this on the form. Applications are checked in order of receipt, so agreeing to this option will not in any way delay the progress of your application.

Conditions – Plans with unsupported documentation can be approved subject to conditions.

If you would be prepared to accept a conditional approval, please indicate this by ticking the "yes" box.

7 - Charges – All applications have to be accompanied by a plan charge or Building Notice charge, depending on the type of application made. Charges for a Full Plans application are calculated by referring to the following schedules: -

Schedule 1 - Erection of small domestic buildings (dwellings up to three storeys and a total floor area not exceeding 300 square metres).

Schedule 2 Certain domestic alterations, extensions, garages and carports.

Schedule 3 All other work where Schedule 1 and Schedule 2 do not apply.

Charges for a Building Notice can be found on the reverse side of the application form.

When works start on Full Plans applications, an inspection charge normally becomes payable following the first inspection.

Invoices are automatically sent to the applicant. If you want the invoice to be paid by someone else, or posted to a different address, please provide this information on the form.

8 - Statement – You must sign and clearly print your name, as well as date the application form, otherwise we cannot accept your application.

Receipts

Any receipt issued for the payment of charges does not mean that the application is valid. You will be sent a letter which will either formally acknowledge receipt of your application, or explain why it is invalid.

Unlike planning, we do not inform your neighbours about your proposed work and plans are not available for the public to look at. We do however recommend that you let your neighbours know about the work you are proposing. A list of all the newly deposited valid applications are, however, available to view on the council's Public Access area on the website.

What happens after the submission has been made?

- A **Full Plans submission**, will be checked to ensure that the fee or charge is correct and the necessary plans have been deposited.
- If there is a problem, the agent (or applicant if there is no agent) will be sent a letter identifying the problems.
- When the submission is valid an acknowledgement letter will be sent out to the applicant and to the agent. The letter will provide contact details of the Surveyor who will be dealing with the application, and confirm that a second fee will be payable when work commences on site.
- The application will move from our administration section to our technical section where the plans will be checked by a Building Control Surveyor for compliance with the Building Regulations.
- Following the plan examination a number of actions may be taken:
 1. We may contact the person who has submitted the application and request further information and revised plans.
 2. The application may be **approved**.
 3. The application may be **approved with endorsements** i.e. we will endorse the plans with additional information which has been omitted.
 4. The application may be **approved conditionally** i.e. additional information will need to be submitted and approved before work commences on site, e.g. structural calculations.

5. The application may be approved subject to conditions and endorsements.

- Subject to one of the above, the application will be approved. A Decision Notice is issued and a copy of the plan officially stamped.
 - The Decision Notice and a copy of the approved plan will be returned to the person who has submitted the application.
6. On the rare occasion where the plans are substantially unsatisfactory, a Rejection Notice will be issued. In this situation the application can be resubmitted at no additional cost, but information previously omitted should be provided.
- A **Building Notice** submission will also be checked to ensure that the fee or charge is correct and any other relevant information has been deposited?

If there is a problem, the applicant (or agent) will be sent a letter identifying the problems.

When the submission is valid an acknowledgement letter will be sent out to the applicant and the agent (if applicable).

We recommend you submit plans for a Building Notice submission, although they are not compulsory. They will assist the Building Control Surveyor when he visits the site.

An approval notice is not issued for a Building Notice submission and nothing is returned.

How long is the application valid for?

All applications are valid for three years from the date of deposit. Should the work not have started within that time, a new application will be required.

For more information on Full Plans applications, Building Notices and details of our Charges please see our additional leaflets:

- *The difference between a Full Plans application and a Building Notice*
- *Building Regulation Charges.*

Useful contacts

Building Control Services
The Leonardo Building
2 Rossington Street
Leeds LS2 8HD

You can email us at: building.control@leeds.gov.uk

Our phone number is: 0113 247 8106

Our fax number is: 0113 247 8230

We are open

Monday to Thursday 08:30 – 17:00
Friday 08:30 - 16:30

Other helpful leaflets

This is one of a series of leaflets available FREE in the Development Enquiry Centre or that can be downloaded from our web site www.leeds.gov.uk/bc

When do I need Building Regulation approval?.

The difference between Planning and Building Control

The difference between a Full Plans application and a Building Notice

How to make a Building Regulation application.

Building Regulation charges

What happens when we make a site visit?.

What can I do if I had work done without Building Regulation approval?
(Regularisation Certificates)

Frequently asked questions