Building Control Services

How do I make a Building Regulations Application?

There are two ways of making a Building Regulation application, these are a Full Plans application or a Building Notice:

**Full Plans** - This is often thought of as the traditional way of applying for Building Regulation Approval. Your architect or agent will draw up detailed plans and provide supporting information for the proposed scheme and will submit them to us together with an application form and the necessary charge. We will then check the details submitted and following any necessary consultations an Approval Notice will be issued if the application complies with the Building Regulations.

**Building Notice** - This system is best suited to minor domestic work carried out by a competent builder. Under this scheme no formal approval of plans is issued but work is approved on site as it progresses.

To use the Building Notice process you or your agent will need to submit a Building Notice application form together with a site location plan and the required charge, work can commence 48 hours after the Building Notice has been received.

The Building Notice cannot be used for work to non-domestic buildings or work relating to flats.

**Building Regulation Charges**

Should your proposed building work require Building Regulation approval you will need to pay for the service that we provide.

Details of all our charges form part of the individual Application Forms and are available on line on our web site at [www.leeds.gov.uk/bc](http://www.leeds.gov.uk/bc) or from our Development Enquiry Centre.

Charges are payable in one or two stages depending on whether you deposit a Full Plans application or follow the Building Notice procedure. Charges are subject to VAT at the standard rate.

**All cheques should be made payable to Leeds City Council**
The following explains when charges are payable;

**Full Plans**

- Plan Charge - Payable when plans are deposited.
- Inspection Charge - Payable by the applicant following the first inspection when work starts on site and covers the cost of all future site visits no matter how many are required.
- Charges for the various types and categories of work are set out on the back of the application form.

**Building Notice**

- Building Notice Charge - Payable when the notice is deposited. This is equal to the sum of the Plan and Inspection Charge, which would apply if the Full Plans procedure had been followed.
- Charges for the various types and categories of work are set out on the back of the application form.

**Please note:**

- An application is not valid unless the Local Authority has received the appropriate charge.

**Exemption from charges** - charges are not normally payable:-

Where plans have previously been submitted and rejected and a plan charge has already been paid for the same work.

Where work is an alteration specifically to ensure that a disabled person benefits from that work. This applies only to dwellings or public buildings. An exemption form should accompany the application.

**Frequently Asked Questions**

The following are common questions asked regarding submitting an application.

**What happens if I do not apply or comply with Building Regulations?**

- You may be prosecuted if you don’t comply with the Building Regulations.
- If the work is not correct then Leeds City Council could insist you put it right at your expense.
- The work may not be safe and may lead to accidents or possible structural failure in the future.
Have my neighbours the right to object to my proposal under the Building Regulations?
No. Under the Building Regulations adjoining owners have no rights of objection.

Can anyone look at my plans?
No. Plans given as part of a Building Regulations application are not documents which the public have a right to view.

Can you recommend an Architect?
Unfortunately we cannot, we have to remain independent. Many architects who submit plans on a regular basis advertise in the local press etc. We suggest you ask friends, neighbours and family, recommendation counts for a lot.

Can you recommend a Builder?
Unfortunately not, we have to remain impartial in our dealings with any builders. Advice on how to choose a reputable builder can be found on our web site at www.leeds.gov.uk/bc.

How long does my Building Regulation approval last?
Your approval expires 3 years from the date of deposit of a Full Plans application or Building Notice.

Important Please be aware that it is your responsibility to obtain Planning Permission if this is required for the work you intend to carry out www.leeds.gov.uk/planning.

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