



**Suffolk Coastal District Council  
Building Control**

Melton Hill  
WOODBIDGE, Suffolk, IP12 1AU  
Telephone (01394) 444219  
Fax (01394) 385100  
Email: building.control@suffolkcoastal.gov.uk

Building Regulations  
Plan Number:

The Building Act  
The Current Building Regulations

**BUILDING REGULATION APPLICATION**

IMPORTANT: PLEASE TICK ONE BOX ONLY FOR TYPE OF APPLICATION, SEE GUIDANCE NOTES OVERLEAF

**BUILDING NOTICE**  
(Attach all fees)

**FULL PLANS**  
(Attach plan fee)

**REGULARISATION CERTIFICATE**  
Date when work carried out .....   
(Attach all charges)

**1 Applicant's Details**  
Name: \_\_\_\_\_  
Address: \_\_\_\_\_  
Postcode: \_\_\_\_\_ Tel: \_\_\_\_\_ Email: \_\_\_\_\_  
Fax: \_\_\_\_\_ Preferred method of communication (please tick appropriate box) Post  Email

**2 Agent's Details (if applicable)**  
Name: \_\_\_\_\_  
Address: \_\_\_\_\_  
Postcode: \_\_\_\_\_ Tel: \_\_\_\_\_ Email: \_\_\_\_\_  
Fax: \_\_\_\_\_ Preferred method of communication (please tick appropriate box) Post  Email

**3 Location of building to which work relates**  
Address: \_\_\_\_\_  
Postcode: \_\_\_\_\_

**4 Proposed Work**  
Description: \_\_\_\_\_  
Postcode: \_\_\_\_\_  
(For replacement windows/doors provide cost estimate and state number of windows and doors)

**5 Use of Building**  
1. If new building or extension state proposed use: \_\_\_\_\_  
2. If existing building state present use and number of storeys in building: \_\_\_\_\_  
3. Is it the intention to carry out building work in relation to a building which is, or will be, within the scope of the Regulatory Reform (Fire Safety) Order 2005? (See guidance overleaf) Yes  No   
Tick appropriate box

**6 Charges** (see guidance overleaf for more information)  
1. If Table A work please state total number of dwellings and types: \_\_\_\_\_  
2. If Table B & C work please state floor area: \_\_\_\_\_ m<sup>2</sup> and/or estimated cost of work excl. VAT £ \_\_\_\_\_  
Plan charge: £ \_\_\_\_\_ plus VAT: £ \_\_\_\_\_ Total: £ \_\_\_\_\_

**7 Statement** This notice is given in relation to the building work as described, and is submitted in accordance with The Building Regulations and is accompanied by the appropriate fee. I understand that for a Full Plans Application further fees may be payable following the first inspection by the local authority.

**Full Plan Applications only**

- I agree to the Council exercising the option to approve the application with conditions if considered appropriate.
- I agree to an extension of time for the consideration of this application in order to allow negotiations to take place prior to formal decision being issued, such extension to terminate two months from the date of deposit of plans.
- I wish to receive a Completion Certificate on the satisfactory completion of the work
- I confirm that **I will** be using a Part P registered electrician and therefore will not incur a further charge of £195+VAT

Delete if not required

Name: \_\_\_\_\_

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

## NOTES

### When to use a Full Plans Application

You may use a Full Plans application for any type of work. Full Plans applications benefit from the issue of a decision notice and provision of a certificate on satisfactory completion of the works. You must send us a Full Plans application if the building is used for a 'relevant use'\* and the Regulatory Reform (Fire Safety) Order 2005 applies to the work you are planning to do.

### Description of the work and the plans we need

Briefly describe the planned works. You should send us detailed plans showing how the work will meet the Regulations. You should show as much detail as possible to save time. You should send a **full set** of the plans, and, if the building will be used for a relevant use\*, you should also include **an extra set of plans** which we will use to consult with the Fire Authority.

### When to use a Building Notice

You may use a Building Notice if:-

- (a) The work **does not** involve the construction, extension, or underpinning of a building, which is being built over or within 3m of a Public Sewer or Disposal Main.
- (b) The building is **not used** for a 'relevant use'\* and the Regulatory Reform (Fire Safety) Order 2005 does not apply to the work you are planning to do.
- (c) The work, which includes the erection of a building **does not** front onto a private street.

### Description of the work

This should be provided, ideally with plans or basic sketches to promote understanding of the proposed work.

### Regularisation Certificate Application – for work after 1985

When building work has already been carried out, but a formal application under the Building Regulations has not been made, and you need the work to be formally recognised as satisfying the Regulations, you can submit a Regularisation Certificate application.

The owner of the building is under no obligation to submit a Regularisation Certificate application to the local authority; equally, the local authority is under no obligation to accept a Regularisation Certificate application, nor having accepted the application issue a Regularisation Certificate, unless the work is shown or made to comply with reasonable requirements.

The giving of this notice does not prejudice the enforcement powers contained in the Building Act, which remains available to the local authority.

### Description of work and plans needed

Briefly describe the works carried out. Apart from minor works that do not affect the layout of the building, detailed plans should be sent showing how the work complies with the Regulations. As much detail as possible should be shown to reduce the time spent in contacting you for further information. You should send us **one** set of the plans. We may require you to open up the work for inspection where necessary and the applicant must be willing to comply with all such reasonable requests.

**\*'Relevant use'** means that the building is used as a workplace and the Regulatory Reform (Fire Safety) Order 2005 applies to it, or is a use listed in the Fire Precautions Act (this includes shops, offices, hotels, hostels for hotel staff, boarding houses and factories).

### Commencement and Inspection Notice

For your guidance a statutory inspection request list is sent out with every application acknowledgement. This gives details of when you must contact us for an inspection. This information is also available on the Building Control web pages at [www.suffolkcoastal.gov.uk](http://www.suffolkcoastal.gov.uk)

### Charges

The charges for Building Regulations applications are set out in the Suffolk Coastal District Council Building Regulations Charges Scheme sheet which is normally provided with this form, but if not you can obtain a copy by telephoning the Suffolk Coastal Building Control Office on (01394) 444219 or visiting the Building Control web pages at [www.suffolkcoastal.gov.uk](http://www.suffolkcoastal.gov.uk). You must enclose the appropriate payment for the application. Inspection charges will be invoiced following the first inspection.

### Other Permissions

You may also need permission under the Town and Country Planning Acts for your proposal. For more information contact the Development Control Team on (01394) 444403.

### Data Protection

Under the Data Protection Act, any information you give us will be used only to deal with this application.

### Disability Discrimination Act/Party Wall Act/Energy Ratings with Carbon Indexing for new dwellings, flats and conversions

Please consider the possible implications of these requirements on your proposals.