

# NON DOMESTIC – FULL PLANS

## Building Regulation submission



Address: Building Control Section, Hartlepool Borough Council, Neighbourhoods and Regulatory Services, Level 1, Civic Centre, Victoria Road, Hartlepool, TS24 8AY  
Tel: (01429) 523289  
Email: building.control@hartlepool.gov.uk

1. APPLICANT	
First name	Title
Surname	
Company	
Address	
Postcode	
Telephone	
Email	

2. AGENT	
	Title

Please note that a further charge may be payable (see attached charge guidance sheet) once the work starts on site. For this reason please indicate who is to be responsible for this further payment. If other please provide full first name, surname and address details.

Applicant  Agent  Other

### 3. LOCATION OF BUILDING TO WHICH WORK RELATES

Address  Postcode

### 4. PROPOSED WORK

Description

### 5. MAIN USE OF BUILDING

a. Please state proposed use class Assembly and recreation  Other residential  Industrial and storage  Other use class

b. If existing building please state present use

c. Please indicate if the building is a workplace that will be subject to provisions of the Regulatory Reform (Fire safety) Order 2005 (If Yes then please supply 4 copies of plans) Yes  No

**If you do not use a competent person an additional charge will be payable (see charges scheme)**

### 6. CHARGES (Please see attached charge guidance sheet)

Table D: Please confirm the total internal floor area of extension and / or new build (m<sup>2</sup>)  m<sup>2</sup>

Table E: Please provide the following information relevant to your application

a. Cost of work £  b. Number of windows  c. Floor area  m<sup>2</sup>

### 7. CONDITIONS (See note 7 on the reverse)

Do you consent to the plans being passed subject to conditions where appropriate? Yes  No

### 8. EXTENSION OF TIME (A maximum of 2 months from the valid submission date)

Do you consent to an extension of time to allow for amendments to be submitted? Yes  No

**9. STATEMENT** - This notice is given in relation to the building work as described in accordance with Regulation 12 and is accompanied by the appropriate charge payment. I understand that further charges may be payable following the first inspection by the Local Authority and would like this fee to be issued as confirmed above.

Name  Signature  Date

**Guidance notes are given on the reverse of the form**

Applicable from 16 January, 2023

Should you require this form in large print please telephone (01429) 523289

# NON DOMESTIC - FULL PLANS SUBMISSION GUIDANCE NOTES

## THE BUILDING ACT 1984 - THE BUILDING REGULATIONS 2010 (as amended)

### Item numbers relate to items on the form

- The applicant is the person on whose behalf the work is being carried out (usually the buildings owner);
- The agent is the person acting on behalf of the applicant (this may be a builder or plan drawer / architect);  
Note: Please confirm who will be responsible for payment of any further charge (the inspection charge). If this part of the form is not completed the charge will automatically be sent to the applicant;
- Location of building work – this is the address where the building work is being carried out. Please be as specific as possible and to assist please show on a suitable location plan to a scale of not less than 1:1250 the boundaries of the site in question;
- Please provide a detailed description of the work (e.g. Office extension with toilet facility);
- Main use of building – please specify the use of the building e.g. office, residential care home.
- Charges – a plan submission charge MUST accompany the deposit of plans. Please also note most submissions will have an additional inspection charge which is a single payment invoiced after the first inspection to cover all standard site inspections. If more or less site inspections are required the charge may be altered accordingly. The appropriate charge is dependent upon the type of work proposed see attached tables;
- Conditions - Section 16 of the Building Act 1984 provides for the Passing of Plans subject to conditions. The conditions may specify modifications to the deposited plans and / or further plans shall be deposited. It avoids rejection by allowing plans to be conditionally approved and additional information to be submitted at a later date. Any items conditionally approved should be cleared as soon as possible and prior to that aspect of the work commencing on site;
- Extension of time – if a decision cannot be reached in 5 weeks this allows a further 3 weeks in which to make a decision allowing yourself or your agent to submit any amended details to show compliance with the Building Regulations;
- Statement – please sign and date this to confirm your submission.

### Additional points to note

- Two copies of plans and documents should be submitted for Building Regulations;
- Plans should be dimensioned and scaled in appropriate metric measurements;
- If structural calculations are proposed on the plans then these should be submitted with the application;
- Party Wall etc. Act - The Act sets out rights and responsibilities of adjoining owners in respect of works affecting boundary situations and should be consulted for new walls, work to existing walls and adjacent excavations. It is your responsibility to obtain your neighbours consent;
- Persons proposing to carry out building work or make a material change of use of a building are reminded that permission may also be required under the Town and Country Planning Acts;
- Building over sewers – Northumbrian Water should be consulted if it is thought that the building or extension is to be built over a public sewer. All applications submitted to this Authority will be checked for their proximity to public sewers and may be rejected until Northumbrian Water have agreed to accept the proposals;
- A completion certificate will be issued after satisfactory completion of the proposed works. It will be sent to the applicants address unless otherwise requested. If an applicant changes address before completion then they should inform the office of their new address. Once a completion certificate has been produced and sent out any subsequent copies will be charged for.
- Data Protection Act 1998: We will use the information you have given us on this form to manage and apply the building regulations. We may pass some of this information, including owner's and occupier's details, to other council departments and government agencies. We also share information on some applications with the Planning and Estates departments.

**The above notes are for guidance, reference should be made to Regulation 14 of the Building Regulations for full details.**

**For further information and advice concerning the Building Regulations: Tel (01429) 52 3299**

**For further information and advice concerning Planning: Tel (01429) 52 3741**

<b>Office use only</b>		Deposit fee charge code <b>13007 0000 7004</b>			
Plan charge	<input type="text"/>	+ VAT	<input type="text"/>	TOTAL	<input type="text"/>
Insp. charge	<input type="text"/>	+VAT	<input type="text"/>	TOTAL	<input type="text"/>
Charge type	<input type="text"/>	Receipt	<input type="text"/>	Plan assessor	<input type="text"/>
Valid date	<input type="text"/>	Officer	<input type="text"/>	Consultations S. 38.	<input type="text"/>
				NWL	<input type="text"/>
				DC	<input type="text"/>
				SC	<input type="text"/>

# NON DOMESTIC – FULL PLANS SUBMISSION

## GUIDANCE NOTE ON CHARGES EFFECTIVE FROM 16 January, 2023



### THE BUILDING (LOCAL AUTHORITY CHARGES) REGULATIONS 2010

Before you carry out building work to which the Building Regulations apply, you or your agent must submit a Building Regulation application together with the appropriate charge. This charge is dependent on the type of work proposed and should be calculated by reference to the following.

**Appraisal charge** - You will need to pay a charge when you submit the plans to cover the plan appraisal carried out by a qualified Building Control Surveyor to ensure compliance with the Building Regulations.

#### Payment can be made via:

- Cheque, made payable to 'Hartlepool Borough Council' or;
- debit or credit card online, using "pay for it" on the Council webpage <https://www.hartlepool.gov.uk/> choose "building control" from the drop down menu and then "deposit fee" from the next drop down then enter the amount to pay and then follow the instructions for credit / debit card payment.
- BACS (please ring for further information).

**Inspection Charge** - Most Full Plan applications are subject to an inspection charge to cover standard site inspections. This charge is invoiced after the first inspection on site. Any necessary additional charges will be invoiced separately.

**Exemptions/Reductions of Charges** - Works to provide facilities or access for disabled people to existing dwellings (not the construction of a new building) may be exempt from charges providing that the disabled person is or will be a permanent resident of the building.

If you are unsure of the charge or require an **individual charge** as your particular work is not covered in tables A, B or C please telephone direct **01429 523289** or email [building.control@hartlepool.gov.uk](mailto:building.control@hartlepool.gov.uk)  
*More detailed information on charges is contained in the Council's Building Control Charges Scheme.*

**TABLE D - NON DOMESTIC EXTENSIONS AND NEW BUILD**

Category / Description	Charge £ (Including VAT)	
	Appraisal	Inspection
<b>ASSEMBLY AND RECREATION AND OTHER RESIDENTIAL (INTITUTIONAL AND OTHER) BUILDING</b>		
1. floor area not exceeding 10m <sup>2</sup>	290	670
2. floor area exceeding 10m <sup>2</sup> but not exceeding 40m <sup>2</sup>	325	795
3. floor area exceeding 40m <sup>2</sup> but not exceeding 100m <sup>2</sup>	395	885
4. floor area not exceeding 200m <sup>2</sup>	430	1,010
<b>INDUSTRIAL AND STORAGE</b>		
5. floor area not exceeding 10m <sup>2</sup>	115	240
6. floor area exceeding 10m <sup>2</sup> but not exceeding 40m <sup>2</sup>	140	310
7. floor area exceeding 40m <sup>2</sup> but not exceeding 100m <sup>2</sup>	150	345
8. floor area not exceeding 200m <sup>2</sup>	175	395
<b>ALL OTHER USE CLASSES</b>		
9. floor area not exceeding 10m <sup>2</sup>	195	440
10. floor area exceeding 10m <sup>2</sup> but not exceeding 40m <sup>2</sup>	240	565
11. floor area exceeding 40m <sup>2</sup> but not exceeding 100m <sup>2</sup>	280	645
12. floor area not exceeding 200m <sup>2</sup>	310	725

#### Additional notes

- The amount of time to carry out the Building Control function varies dependant upon the different use categories of building. The amount of time to check and inspect a building used for industrial and storage use is usually less than that for other use classes.
- For more detailed use class descriptions please see over page.

## Use categories of buildings (table D)

Various use classes of the Building Regulations are explained as follows however for a full description see Approved document B Volume 2 table D1.

**'Assembly and Recreational building'** - includes such as bingo halls, casinos, dance halls, conference, exhibition and leisure centre's, museums, art galleries, theatres, cinemas, concert halls, educational establishments, dancing schools, gymnasia, swimming pool buildings, riding schools, skating rinks, sports pavilions and stadia, law courts; churches and other buildings of worship, public libraries non-residential day centre's, clinics, health centre's and surgeries and public toilets.

**'Other Residential (Institutional and Other Residential) building'** - includes such as a hospital, home, school or other similar establishment used as living accommodation for, or for the treatment, care or maintenance of persons suffering from disabilities due to illness or old age or other physical or mental incapacity, or under the age of 5 years, or place of lawful detention, where such persons sleep on the premises, hotel, boarding house, residential college, hall of residence, hostel and any other residential purpose not described above

**'Industrial and storage building'** - includes factories and other premises used for manufacturing, altering, repairing, cleaning, washing, breaking-up, adapting or processing any article; generating power or slaughtering livestock, storage or deposit of goods or materials, car parks designed to admit and accommodate only cars, motorcycles and passenger or light goods vehicles weighing no more than 2500kg gross.

**'All other use classes' include - 'Office'** - Offices or premises used for the purpose of administration, clerical work, drawing, police and fire and rescue service work banking and building society work, communications including postal, telegraph and radio communications. **Shop and Commercial** - Shops or premises used for a retail trade or business (including the sale to members of the public of food or drink for immediate consumption and retail by auction, self-selection and over-the-counter wholesale trading and premises to which the public is invited to deliver or collect goods in connection with their hire repair or other treatment.

## TABLE E - NON DOMESTIC ALTERATIONS

Category / Description	Charge £ (Including VAT)	
	Appraisal	Inspection
Window / door replacement (including shop fronts)		
1a. up to 20 windows / doors	80	175
1b. over 20 up to 50 windows / doors	160	230
Renovation of a thermal element – Estimated cost of works of:		
2a. up to £50,000	175	405
2b. over £50,000 up to £100,000	290	520
3. New mezzanine floor up 100m <sup>2</sup> floor area	105	220
4. Office or shop fit out based on internal floor area m <sup>2</sup>		
4a. up to 100m <sup>2</sup>	80	255
4b. over 100m <sup>2</sup> up to 500m <sup>2</sup>	195	425
4c. over 500m <sup>2</sup> up to 1000m <sup>2</sup>	245	585
Alterations not described elsewhere (incl. structural alterations, installation of controlled fittings etc)		
5a. Estimated cost up to £1,000	175	-
5b. Estimated cost over £1,000 up to £5,000	80	175
5c. Estimated cost over £5,000 up to £15,000	160	300
5d. Estimated cost over £15,000 up to £25,000	175	355

### Additional notes

- A charge of £100 + VAT will be payable where there are no associated substantive building works required to change the use of the building – this charge can be discounted from any application received when substantive works are required as part of the change of use. This charge does not apply in relation to a building used for residential purposes that is altered to create more or fewer dwellings.

If your work does not match any of the descriptions an individually determined charge will be required Please contact Hartlepool Building Control: email [building.control@hartlepool.gov.uk](mailto:building.control@hartlepool.gov.uk) or telephone **01429 523289**.