

# 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		2. AGENT	
First name		Title		Title
Surname				
Company				
Address				
Postcode				
Telephone				
Email				

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

Applicant  Other

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

Address  Postcode

### 4. PROPOSED WORK

a. Description

b. If existing building please state present use

c. Electrical Installations to be designed, installed, inspected and tested by a competent person. Yes  No   
***If you do not use a competent person an additional charge will be payable (see charges scheme)***

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

Table A: Confirm the total number of different types of dwelling proposed (for plan appraisal charge)   
 Confirm the total number of dwellings proposed to be built on site (for inspection charge)

Table B: Please state the total internal floor area of the extension in m<sup>2</sup>  m<sup>2</sup>

Table C: If neither A or B applies please provide the information relevant to your application

a. Cost of work £  b. Number of windows  c. Electrical alterations  d. Electrical re-wire

### 6. CONDITIONS (See note 6 on the reverse)

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

### 7. EXTENSION OF TIME (Maximum 2 months from valid submission date)

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

**8. 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

# 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. kitchen extension with bedroom above)  
 A competent person is registered with an electrical self-certification scheme authorised by the Secretary of State;
- 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 3289**

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

### Office use only

Plan charge	<input type="text"/>	+ VAT	<input type="text"/>	Deposit fee charge code <b>13007 0000 7004</b>	
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="checkbox"/> NWL <input type="checkbox"/> DC <input type="checkbox"/> SC <input type="checkbox"/>

# DOMESTIC - FULL PLANS SUBMISSION

## GUIDANCE NOTE ON CHARGES EFFECTIVE FROM 1 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 A - CHARGES FOR THE CREATION OR CONVERSION TO NEW DWELLING**

NUMBER OF DWELLING TYPES	Appraisal Charge £ (including VAT)	NUMBER OF DWELLINGS	Inspection charge £ (including VAT)
1	240	1	585
2	310	2	815
3	430	3	1,050
4	550	4	1,325
5	630	5	1,395
6	700	6	1,635
7	740	7	1,750
8	820	8	1,980
9	900	9	2,050
10	960	10	2,285

#### Additional notes

- For more than 10 dwellings, or if the floor area of a dwelling exceeds 300m<sup>2</sup> the charge will be individually determined
- The number of dwelling types should be used for the plan appraisal element of the charge and not the total number of dwellings on site. The total number of dwellings on site should be used for the inspection element of the charge – from this the two are added together to give the Building Notice charge.
- An additional charge may be charged for work when relevant building work, or part thereof has not been carried out by a competent person, or for complex structural calculations. This charge is additional to the Building Notice charge. Additional charges are explained in the Council's charges scheme.
- If your work does not match any of the description an individually determined charge will be required please contact Hartlepool Building Control.

## TABLE B – DOMESTIC EXTENSIONS TO A SINGLE DOMESTIC BUILDING

Category / Description	Charge £ (Including VAT)	
	Appraisal	Inspection
Single storey extension with an internal floor area:		
1. not exceeding 3m <sup>2</sup>	115	230
2. exceeding 3m <sup>2</sup> but not exceeding 10m <sup>2</sup>	160	290
3. exceeding 10m <sup>2</sup> but not exceeding 40m <sup>2</sup>	275	380
4. exceeding 40m <sup>2</sup> but not exceeding 100m <sup>2</sup>	310	495
Two storey extension with an internal floor area:		
5. not exceeding 40m <sup>2</sup>	275	415
6. exceeding 40m <sup>2</sup> but not exceeding 200m <sup>2</sup>	345	495
7. Loft conversion (not including a dormer construction)	275	335
8. Loft conversion (including a dormer construction)	310	370
9. Erection or extension of a single storey non-exempt domestic garage or carport floor area up to 40m <sup>2</sup>	80	160
10. Erection or extension of a single storey domestic garage or carport over 40m <sup>2</sup> up to 100m <sup>2</sup>	115	175
11. Conversion (or part) of a garage to a dwelling to form habitable	150	160
12. Extend or create a basement up to 100m <sup>2</sup> floor area	275	335
Additional notes		
<ul style="list-style-type: none"> <li>An additional charge may be charged for work when relevant building work, or part thereof has <u>not</u> been carried out by a registered competent person. This is given in the charges scheme;</li> <li>An additional charge may be payable where complex structural calculations have or need to be submitted.</li> </ul>		

## TABLE C - DOMESTIC ALTERATIONS TO A SINGLE DOMESTIC BUILDING

Category / Description	Charge £ (Including VAT)	
	Appraisal	Inspection
1. Underpinning, up to 40m in length	115	230
2. Renovation of thermal element(s)	210	-
Internal / external alterations, installation of fittings (not electric or windows/doors) and / or structural alterations with an estimated cost of work:		
3a. up to £500	115	-
3b. over £500 up to £1,000	175	-
3c. over £1,000 up to £5,000	210	-
3d. over £5,000 up to £15,000	160	300
3e. over £15,000 up to £25,000	185	370
3f. over £25,000 up to £50,000	235	485
Window / door replacement:		
4a. up to 5	115	-
4b. from 6 to 20	230	-
4c. from 21 to 50	325	-
Electrical work (not competent persons scheme):		
5a. new circuit(s) (not a re-wire or full installation)	415	-
5b. re-wiring or a full new installation in a dwelling	495	-
6. Lightweight replacement conservatory roof up to 30m <sup>2</sup> floor area	115	115
7. Installation of a small sewerage treatment facility	115	115
8. Installation of a heat producing appliance (this does not include the erection of a chimney or fire place extension)	250	-

Please note: If your work does not match any of the description an individually determined charge will be required please contact Hartlepool Building Control.