

**Domestic—FULL APPLICATION WITH PLANS
Building Regulation submission**

Rev.4

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

Form applicable from
1st October 2023



1 Client details

Title
First name
Surname
Company
Address
Postcode
Phone
Email

The duty to ensure that the work complies with all the relevant building regulations is on those procuring and undertaking the design and building work. The person making the appointment for design work or commissioning building work has a duty to appoint a competent person

2 Agent / applicant details (if you someone is submitting on your behalf)

Title
First name
Surname
Company
Address
Postcode
Phone
Email

3 Principal Contractor (e.g. builder)

Title
First name
Surname
Company
Address
Postcode
Phone
Email

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Principal Designer (e.g. plan drawer / architect / engineer)

Title

First name

Surname

Company

Address

Postcode

Phone

Email

5

Location of site to which the building work relates

.....

6

Charges (please see attached fee and guidance sheet)

Table A—Number of proposed dwellings

Table B— Internal Floor area of extension (m2)

Table C— Cost of work Number of windows

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Existing buildings (append additional information where necessary)

Where applicable, provide a description of the existing building, including:

(i) details of the current use of the building /
each storey

(ii) the height of the building (m)

(iii) the number of storeys in the building

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Proposed works (append additional information where necessary)

Provide a description of the proposed building work:

.....
(i) details of the use of the building & each storey

.....
(ii) the height of the building (m)

.....
(iii) the number of storeys in the building

.....
(iv) the provision to be made for the drainage of the building

.....
(v) the precautions to be taken when building over a drain / sewer

.....
(vi) Are electrical installations to be undertaken by a registered competent person **Yes/No** (delete as appropriate)

.....
(vii) Are any parts of this building subject to the Regulatory Reform (Fire Safety) Order 2005 **Yes/No** (delete as appropriate)

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Commencement (append additional information where necessary)

A) If the work consists of a ground floor extension or new build please state the approximate date that the work will have the foundations and structural ground floor in position:

B) If the work consists of any other type of building work not described in A above please state the approximate date that 15% of the building work will be commenced:
.....

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Consent to conditions of approval / extension of time

Do you consent to the application for Building Control approval being granted with the option of additional requirements / modifications being listed with the approval?

Yes / No (delete as appropriate)

(Requirements are modifications that the local authority may specify must be made in the full plans, or further plans to be provided before work to which those plans relate starts.)

Do you consent to the application being extended by 3 weeks if necessary?

Yes / No (delete as appropriate)

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Declaration

This application for Building Control approval with full plans is in relation to the building work etc. as described above. It is submitted in accordance with Regulation 12(2)(b) and is accompanied by the appropriate charge.

Printed name of the client

Signature of the client

Date

OR

Printed name of the applicant

Signature of the applicant

Date

If the application is submitted by anyone other than the client form 11a on the next page needs to also be completed

I understand that further charges may be payable following the first inspection by the Authority. These fees should be sent to the following:

Client / Applicant (delete as appropriate)

Anyone undertaking design work or building work will need to plan, manage and monitor the work to ensure that it complies with all relevant requirements. When carrying out design work the designer or principal designer will be required to take all reasonable steps to ensure that the design is compliant with all relevant requirements. When carrying out building work, the contractor or principal contractor will need to ensure the building work they carry out is compliant with all relevant requirements. The requirements placed upon clients, designers and contractors are listed in regulations 11A to 11O of the Building Regulations 2010 (as amended)

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11a Declaration for use if application is being submitted by an agent / applicant on someone else's behalf (client)

IF THE CLIENT IS SUBMITTING THE APPLICATION THIS FORM DOES NOT NEED TO BE COMPLETED

In compliance with regulation 14 (2) b of The Building Regulations 2010(as amended) this statement is signed (by the client) to confirm that they agree to the application being made and that the information contained within the application is correct.

This application for Building Control approval with full plans is in relation to the building work etc. as described above. It is submitted in accordance with Regulation 12(2)(b) and is accompanied by the appropriate charge.

Printed name of the client

Signature of the client

Date

I understand that further charges may be payable following the first inspection by the Authority. These fees should be sent to the following:

Client / Applicant (delete as appropriate)

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Item number relates to items on the form:

1. The applicant is the person on whose behalf the work is being carried out (usually the buildings owner);
2. The agent is the person acting on behalf of the applicant (this may be a builder or plan drawer / architect);
3. The principle contractor is the builder you employ to oversee the project;
4. The principle designer is the person you have employed to design and / or provide drawings for your project;
5. 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;
6. 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;
7. Existing building details, use of building can be for example, “domestic”
8. Please provide a detailed description of the work (e.g. kitchen extension with bedroom above). A competent electrician is someone who is on an accepted register to undertake notifiable electrical works. If a non-registered person undertakes the electrical work an additional charge which is given in Table C of the charges notes will be applicable. The Regulatory Reform (Fire Safety) 2005 order applies to most non-domestic buildings and communal areas of buildings such as flats.
9. Commencement is defined by the Building Safety Act 2022 (Commencement No.5 and Transitional Provisions Regulations 2023)
10. Conditions - Section 14 of the Building Regulations 2010 as amended provides for the Passing of Plans subject to modifications. The modifications 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 subject to modification 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;
11. Statement – please sign and date this to confirm your submission and 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;

For further information and advice concerning the Building Regulations:

Tel: (01429 523289)

Email: building.control@hartlepool.gov.uk

Additional points to note:

- Plans should be dimensioned and scaled in appropriate metric measurements;
- 2 sets of plans are required if paper copies are submitted
- 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.
- Please note if your project is or is part of a building that is over 18m in height or 7+ storeys while containing at least 2 dwellings an application to the Local Authority is not acceptable, this would have to be submitted to the Building Safety Regulator
- It is assumed that as this is a domestic application that the Regulatory Reform Order (Fire Safety) act will not be applicable, if this is not the case a non-domestic application would be required.

The above notes are for guidance, reference should be made to:

The Building Safety Act 2022,

The Building Act 1984 (as amended),

The Building Regulations 2010 (as amended),

Higher-Risk Buildings (Descriptions and Supplementary Provisions) Regulations 2023



DOMESTIC - FULL APPLICATION WITH PLANS SUBMISSION

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 solely 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

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			
<ul style="list-style-type: none"> For more than 10 dwellings, or if the floor area of a dwelling exceeds 300m² 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 <u>not</u> 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 ²	115	230
2. exceeding 3m ² but not exceeding 10m ²	160	290
3. exceeding 10m ² but not exceeding 40m ²	275	380
4. exceeding 40m ² but not exceeding 100m ²	310	495
Two storey extension with an internal floor area:		
5. not exceeding 40m ²	275	415
6. exceeding 40m ² but not exceeding 200m ²	345	495
Other extensions and conversions:		
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 ²	80	160
10. Erection or extension of a single storey domestic garage or carport over 40m ² up to 100m ²	115	175
11. Conversion (or part) of a garage to a dwelling to form habitable room(s)	150	160
12. Extend or create a basement up to 100m ² floor area	275	335
Additional notes		
<ul style="list-style-type: none"> 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; An additional charge may be payable where complex structural calculations have or need to be submitted. 		

TABLE C - DOMESTIC ALTERATIONS TO A SINGLE DOMESTIC BUILDING

Category / Description	Charge £ (Including VAT)	
	Appraisal	Inspection
Underpinning, up to 40m in length	115	230
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 Erection or extension of a single storey non-exempt domestic garage or carport	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	-
Other work:		
6. Lightweight replacement conservatory roof up to 30m ² 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.