

**Commercial / Industrial—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](mailto: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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**4**

**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 D— Internal Floor area of extension (m2) .....

Table E— Cost of work ..... Number of windows .....

**7**

**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 .....

**8**

**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) do the provisions of the Regulatory Reform (Fire Safety) Order 2005 apply to your building / proposals **Yes/No** (delete as appropriate)

# 9

## **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:  
.....

# 10

## **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)

# 11

## **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:**

**Applicant / Agent** (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)

# Commercial / Industrial—FULL APPLICATION WITH PLANS

## Building Regulation submission

### **Item number relates to items on the form:**

1. The client is the person on whose behalf the work is being carried out (usually the buildings owner);
2. The agent / applicant is the person acting on behalf of the applicant (this may be a builder or plan drawer / architect);
3. The principal contractor is the builder you employ to oversee the project;
4. The principal 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). 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;

### **Additional points to note:**

- Plans should be dimensioned and scaled in appropriate metric measurements;
- 4 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

**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**

**For further information and advice concerning the Building Regulations:**

**Tel: (01429 523289)**

**Email: [building.control@hartlepool.gov.uk](mailto:building.control@hartlepool.gov.uk)**



# COMMERCIAL / INDUSTRIAL – FULL APPLICATION WITH 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:

- 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.
- Cheque, made payable to ‘Hartlepool Borough Council’ or;
- BACS Account Number : 30 99 47 Sort Code : 26525768 Account Name : Hartlepool Borough Council  
Bank : Lloyds Bank, 128-132 York Road, Hartlepool

**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 buildings (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)

### Use classes as defined by Approved Document B Table 0.1

**Assembly and recreation (5):** Place of assembly, entertainment or recreation, including any of the following: bingo halls, broadcasting, recording and film studios open to the public, casinos, dance halls, entertainment, conference, exhibition and leisure centres, funfairs and amusement arcades, museums and art galleries, non-residential clubs, theatres, cinemas, concert halls, educational establishments, dancing schools, gymnasia, swimming pool buildings, riding schools, skating rinks, sports pavilions, sports stadia, aw courts, churches and other buildings of worship, crematoria, libraries open to the public, non-residential day centres, clinics, health centres and surgeries, passenger stations and termini for air, rail, road or sea travel, public toilets, zoos and menageries

**Other Residential (institutional) 2(a) and 2(b):** Hospital, home, school or other similar establishment, where people sleep on the premises. The building may be either of the following: Living accommodation for, or accommodation for the treatment, care or maintenance of, either: - disabled people with a range of impairments including physical, sensory and cognitive impairments, or mental health conditions - people under the age of 5 years. A place of lawful detention. Hotel, boarding house, residential college, hall of residence, hostel or any other residential purpose not described above

**Industrial (6):** Factories and other premises used for any of the following: manufacturing, altering, repairing, cleaning, washing, breaking up, adapting or processing any article, generating power, slaughtering livestock. **Storage (7(a)):** Either of the following: place (other than described under 7(b)) for the storage or deposit of goods or materials, any building not within purpose groups 1 to 6. **Storage 7(b):** Car parks designed to admit and accommodate only cars, motorcycles and passenger or light goods vehicles that weigh a maximum of 2500kg gross. **Office (3):** Offices or premises used for any of the following and their control: administration, clerical work (including writing, bookkeeping, sorting papers, filing, typing, duplicating, machine calculating, drawing and the editorial preparation of matter for publication, police and fire and rescue service work,) handling money (including banking and building society work,) communications (including postal, telegraph and radio communications,) radio, television, film, audio or video recording, performance (premises not open to the public). **Shop and commercial (4):** Shops or premises used for either of the following; A retail trade or business (including selling food or drink to the public for immediate consumption, retail by auction, self-selection and over-the-counter wholesale trading, the business of lending books or periodicals for gain, the business of a barber or hairdresser, and the rental of storage space to the public). Premises to which the public are invited either: – to deliver or collect goods in connection with their hire, repair or other treatment – (except in the case of repair of motor vehicles) where the public themselves may carry out such repairs or other treatments.

**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**.