

# Building Regulations Application

## for Building Control Approval with Full Plans

The Building Act 1984, The Building Safety Act 2022,  
The Building Regulations 2010, The Higher-Risk Buildings  
(Descriptions and Supplementary Provisions) Regulations 2023.



01785 619340



[buildingcontrol@cannockchasedc.gov.uk](mailto:buildingcontrol@cannockchasedc.gov.uk)



[www.cannockchasedc.gov.uk](http://www.cannockchasedc.gov.uk)

This form is to be used when intending to carry out building work and making an application for **Building Regulations Approval with Full Plans** under regulation 12(2)(b). The form should be completed by the person intending to carry out the building work or their agent and **must be signed** below.

**Supplementary Document.** To enable your application to be processed and registered the notes accompanying this form must be read and questions answered.

### 1. Applicants details (the person acting as Agent or Designer to the Client)

Name:

Address:

Telephone:

Email:

### 2. Clients details (the person for whom the work is being carried out)

Name:

Company Name:

Address:

Telephone:

Email:

### 3. Principal contractor / Sole contractor details (where known)

Name:

Address:

Telephone:

Email:

### 4. Principal designer / Sole or Lead designer details

Name:

Address:

Telephone:

Email:

## 5. Location of site to which the building work relates

Address of site:

Postcode:

## 6. Regulatory Reform (Fire Safety) Order 2005 (as amended).

Is the building a building to which the Regulatory Reform (Fire Safety) Order 2005 applies or will apply after completion of the building work?

Yes

No

## 7. Existing Buildings

**Where applicable provide a description of the existing building including -**

i) details of the current use of the building, including the current use of each

ii) The height of the building;

iii) the number of storeys in the building as determined in accordance with regulation 6 of the Higher-Risk Buildings (Descriptions and Supplementary Provisions) Regulations 2023.

## 8. Proposed works

**Provide a description of the proposed work, including -**

i) details of the intended use of the building, including the intended use of each storey;

ii) the height of the building after proposed work;

iii) the number of storeys in the building after the proposed work as determined in accordance with regulation 6 of the Higher-Risk Buildings (Descriptions and Supplementary Provisions) Regulations 2023;

iv) the provision to be made for the drainage of the building;

v) where paragraph H4 of Schedule 1 imposes a requirement, the precautions to be taken in the building over a drain, sewer or disposal main to comply with the requirements of that paragraph;

### 9. Commencement

State the date when it is proposed the work will reach the point when it is to be regarded as commenced in accordance with regulation 46A (lapse of building control approval: commencement of work); or where the work does not consist of work to which paragraph (2) or (3) of regulation 46A applies, state the details of the work which the client considers amounts to 15% of the proposed work.

**Date:**

**Stage of work:**

---

### 10. Full Plans Charges (see separate guidance note for details of charges)

**Category** (if applicable):

**Plan fee:**

£

**Floor area:**

 m<sup>2</sup>

**Inspection fee:**

£

**Please state name of person/company responsible for payment of inspection fee**

To pay by card please telephone **01785 619340**

Please make cheques payable to **Cannock Chase Council**

**Building Control, Civic Centre, Riverside, Stafford ST16 3AQ**

Tel: **01785 619340**

Email: **buildingcontrol@cannockchasedc.gov.uk**

---

### 11. Granting of an application for building control approval with full plans subject to requirements

Do you consent to the application for building control approval with full plans being granted with requirements?

Yes

No

---

## 12. 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 Regulations 12(2)(b) and is accompanied by the appropriate charge.

**I understand that further applicable charges (such as inspection fees) may be payable following the first inspection undertaken by the local authority.**

I / we apply for building control approval with full plans as described on this form and as detailed on any supplementary documents.

**Signature of applicant** (where the applicant is not the client)

**Date:**

I, the client, confirm I agree to the application being made and that the information contained in the application is correct.

**Signature of client** (where the client is not the applicant)

**Date:**

The application for building control approval with full plans to inform the local authority of building work etc., is restricted to certain building types. Additional information will also be required to accompany your application depending upon the work proposed. Further information can be found in the attached schedule.

This form cannot be used for building control approval applications for higher-risk building work or stage of higher-risk building work or for work to existing higher-risk buildings. Applications for building work to higher-risk buildings must be submitted to the Building Safety Regulator.

# Building Regulations Application

## for Building Control Approval with Full Plans

### Supplementary Information



#### Is additional information required?

	Regulation	Included or not applicable?
<p><b>In the case of a new dwelling either of the following should be provided:</b></p> <p>a statement should be included informing local authority building control whether or not any optional requirement applies to the building work, and if so which, or</p> <p>a statement that planning permission has not yet been granted for the work should be given, and that the information required above will be supplied before the end of a period of twenty-eight days beginning on the day after that permission is granted.</p>	<p>13(1)(d) 14(4)</p>	<p>Yes</p> <p>No</p>
<p><b>In the case of the erection of a dwelling, or a building that is to contain one or more dwellings, an application for building control approval with full plans shall be accompanied by -</b></p> <p>particulars of any public electronic communications network in relation to which a connection is to be provided,</p> <p>if an exemption in regulation 44ZB is proposed to be relied on, evidence in support of the exemption, and</p> <p>if regulation 44ZC is proposed to be relied on -</p> <ul style="list-style-type: none"> <li>i) evidence of the matters mentioned in regulation 44ZC(6)(a) and (b), and</li> <li>ii) If paragraph RA1(1)(c)(i) or of Schedule 1 is also proposed to be relied on, evidence of the steps taken to establish whether, and if so where, a distribution point for a gigabit-capable public electronic communications network (as defined by regulation 44C) is likely to be installed, in a location relevant for the purposes of paragraph RA(1)(c), within the period of 2 years beginning with the day on which the notice is given.</li> </ul>	<p>13(2A) 14(4)</p>	<p>Yes</p> <p>No</p>

#### Further information

A Full Plans Application should be accompanied by one set of working drawings and supporting information together with a block plan, a site plan, a site location plan and the relevant plan fee based upon the current fee charges for CCSB Building Control. Upon receipt of the application, the plans and supporting information will be appraised for compliance with the Building Regulations and a formal decision notice will be issued to you within the agreed statutory time period.

Plans are only full plans if they consist of -

- a description of the proposed building work, renovation or replacement of a thermal element, change to the building's energy status or material change of use;
- the plans, particulars and statements required by paragraphs (1), (1A) and (2) of regulation 13;
- where paragraph H4 of Schedule 1 imposes a requirement, particulars of the precautions to be taken in building over a drain, sewer or disposal main to comply with the requirements of that paragraph; and
- any other plans which are necessary to show that the work would comply with these Regulations.

The local authority must notify the applicant of the outcome of the application within five weeks beginning with the date the application is received by the relevant authority, or within such longer period as at any time the authority and the applicant agree in writing. If you wish to extend the period of time that the local authority has to notify of the outcome of the application, you can include this request with the application for building control approval with full plans for the local authority to consider.

### **Building Control - How we use your personal information**

When you use the Building Control service we collect information relevant to the submitted application i.e. name and address. We only keep this data for the time specified in our retention schedule or as required by law. We use this data to:-Input, for the registration of notifications and applications for processing under the Building Regulations. Provide details for invoicing or in the recovery of monies. Provide data to internal departments directly involved to apply enforcement where necessary. Share with other Local Authorities when applications are submitted under the LABC Partnership scheme. Other consultees necessary to ensure construction work complies with the building regulations. e.g. structural engineers.

We are able to do this because legislation under The Building Act 1984 says that we can and it is in the public interest. Otherwise, we will only share your data if you ask us to, if it is in the public interest to do so and if the law requires or allows us to.

If you wish to speak to somebody regarding this service, please contact  
**buildingcontrol@cannockchasedc.gov.uk**

Details of your rights under Data Protection Legislation are available at **www.cannockchasedc.gov.uk/dataprotection**

### **Charges**

See our Building Control Guide to Charges for details of our fees and how to calculate them or contact our **Business Support team** on **01785 619340**

### **Town and Country Planning**

Building work and changing the use of a building may also need permission under the Town and Country Planning Act, to check this or for further guidance contact Development Control -

**Cannock Chase District** tel: **01543 462621**

**Stafford Borough Council** tel: **01785 619000**

Note: The above are simplified general guidance notes if you would like any further information or more detailed information please contact our **Business Support team** on **01785 619340** or visit our website **www.cannockchasedc.gov.uk/buildingcontrol**