

Building Regulations Guidance Note: Full plans and building notice applications

Introduction

If you are intending to carry out building works you must submit an application to Building Control. Your application may be in the form of full plans or building notice. You may also require planning permission. Please contact your local planning department if in doubt. Work on site must not start until at least two working days after depositing an acceptable application with Building Control. Please give notice of commencement (preferably in writing either by email or post) providing your builders details and contact numbers. Applications expire after 3 years if work has not started.

Full plans

A full plans application can be used for all types of building work. You must submit the following with your application:

- Completed full plans application form
- Full plans plan check fee - the plan check fee is paid upon submission, the site inspection fee is invoiced after the first inspection
- Site location plan - Scale 1:1250
- Elevations, sections and plan view drawings - scale 1:100 or 1:50 (two copies if not provided electronically)
- Specification for the materials and construction proposed to be used in the foundations, walls, floors, roof, drainage etc.
- Calculations to justify structural members, thermal performance of the building or other requirements of the regulations. Where applicable. Should calculations not be available at the time of application this may be conditioned on your Approval Notice
- If the work to a building is designated under the Regulatory Reform (Fire Safety) Order 2005, a further two sets of plans detailing fire safety measures that are to be taken. Premises that are not currently designated are single private dwellings, however any areas within domestic premises that are used in common by the occupants of more than one dwelling are designated. (Unless provided electronically)

Once your application has been received, it is registered, and an acknowledgement letter is sent to the applicant and agent. The plans are checked for compliance with the Building Regulations and if there are any defects your agent will be notified. Once the plans comply with the regulations, we will approve your application. If the defects are not resolved within 5 weeks, extendable to 2 months from deposit, we may have to reject the application, an approval subject to conditions for additional information or clarifications may be possible. Following rejection, an amended plan and specification may be submitted once within 12 months of rejection for approval at no additional cost, providing the work is substantially the same.

Building notice

A building notice application can be used for single private dwellings that are not designated under the Regulatory Reform (Fire Safety) Order 2005. If you are building over or within 3 m of a public sewer or the property is fronting a private road a full plans application is required. Unlike the full plans process, detailed drawings are not always required. However, you must submit the following with your application:

- Completed building notice form
- Building notice fee
- Site location plan - minimum scale 1:1250
- Additional information - on submission of your building notice application, drawings and calculations may be requested to ensure compliance with the Building Regulations. This will depend on the complexity of the proposed work. Once your application has been received, if acceptable, it is registered, and an acknowledgement letter sent to the applicant and or agent.

Advantages and disadvantages

Full plans

- Plans are checked and approved if suitable and an Approval Notice issued which can then be passed onto any future purchaser of the premises
- Your builder works from approved plans
- On completion of the work a completion certificate is issued provided all necessary inspections have been requested and carried out and no contraventions are outstanding
- There may be a delay while detailed plans are prepared by your surveyor or architect, for which they will charge a fee. However, plans may already have been prepared for the planning application where necessary which may merely require the addition of technical details and sections.

Building notice

- Generally, only a site plan needs to be prepared, although sometimes detailed plans and calculations are required to support the application if the project is of a complex or non-traditional nature
- All charges are paid on deposit of the application
- Plans are not checked for compliance with Building Regulations and no Approval Notice is issued. Without approved plans to work to, a clear knowledge of the requirements of the Building Regulations is essential. If on inspection the work is found not to comply, it will have to be altered, which may result in additional cost, before a Completion Certificate can be issued.

Implications of starting work without an application

- This is a contravention of the Building Regulations and a criminal offence
- If work continues without an application, you are liable on summary conviction to a fine
- Where work carried out does not comply with the Regulations, demolition or alteration works may be necessary
- Any future sale of the property or arrangement of finance secured on the property may be delayed without the relevant certificates.