



Building Regulations Guidance Note:

Full plans and building notice applications

Introduction

If you are intending to carry out **building works** you must apply for Building Regulations approval. (See definition of building works in the Building Regulations charges document or Regulation 2 of [The Building Regulations 2010](#)).

Your application may be in the form of **full plans** or a **building notice**.

Work on site must not start until at least two working days after depositing an acceptable application with Building Control.

Please give notice (preferably in writing either by email or post) at least two working days before work starts on site and again no more than five working days after the work has satisfied the new definition of the 'commencement' of work.

The new definition of '**commencement**' is as follows:

Where the works consists of a building that is not complex, or a horizontal extension of a building, work is to be regarded as commenced when the sub-surface structure of the building or extension including all foundation, basement level (if any) and the structure of the ground floor is completed.

Where the works consists of any other building work, work is regarded as commenced when 15% of the proposed work is completed.

Complex buildings are defined in Regulations 46A (5) of the Building Regulations 2010 (as amended) and have a different set of requirements for commencement.

This new definition of '**commencement**' of building work must be satisfied within **three** years of the application being submitted. If not, applications will lapse if work has not '**commenced**'.

The person undertaking the works (or the applicant) is responsible for compliance, therefore, you must be confident that the work being carried out will comply with building regulations.

Your building work may also require planning permission. **Please contact your local planning department if in doubt.**

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
- Completed Full Plans Notes and Checklist
- Full plans plan check charge - the plan check charge is paid upon submission, the site inspection charge 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 to demonstrate compliance with the requirements of the Building Regulations regarding structure, fire safety, resistance to moisture, sound resistance, ventilation, drainage, conservation of fuel and power, accessibility, etc.
- Calculations to justify structural members, thermal performance of the building or other requirements of the regulations.
- 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)

On receipt of your application, it will be validated, and if satisfactory an acknowledgement letter is sent to the applicant or agent. The plans and supporting evidence are then checked for compliance with the Building Regulations and if there are any contraventions you/or your agent will be notified.

We aim to determine the application within 5 weeks (from the date of validation), unless an extension of time is agreed between the local authority and the applicant and set out in writing (normally 2 months but can be longer).

If the plans and supporting evidence demonstrate compliance with the regulations, we will grant your application, however, this maybe with requirements if all compliance information has not been submitted.

These requirements, however, will need to be discharged prior to the issue of a completion certificate and it is you/or your agent's responsibility to deposit this information for approval in good time before completion of the project.

Following the issue of a rejection notice, a revised application 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. Unlike the full plans process, detailed drawings are not always required.

However, if they are,

- designated under the Regulatory Reform (Fire Safety) Order 2005, or
- you are building over or within 3 m of a public sewer, or
- the property is fronting a private road,

then a **'full plans'** application is required.

A building notice application will require the following submission with your application:

- Completed building notice form
- Completed building notice Notes and Checklist
- Building notice charge.
- Site location plan - minimum scale 1:1250

Note: Additional information - on submission of your building notice application, drawings, calculations and specifications may be requested to ensure compliance with the Building Regulations. This will depend on the complexity of the proposed work.

On satisfactory validation of your application, an acknowledgement letter is sent to the applicant or your agent.

Advantages and disadvantages

Full plans

- Plans are checked and if compliance is demonstrated a Granted Notice of Approval issued which can then be passed onto any future purchaser of the premises
- Your builder works from approved plans which should prevent any issues on site at completion.
- 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/specifications 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.