



Office use only  
Building Regulations Plan Number:

The Building (Local Authority  
Charges) Regulations 2010  
The Buildings act 1984  
The Building Regulations 2010

This form is to be filled in by the person who intends to carry out building work or his/her agent.  
If the form is unfamiliar, please read the notes on the reverse side or consult the office indicated  
above. Please type or use **BLOCK CAPITALS**

1	<b>Applicant Details (See Note 1)</b> Title..... First Name: .....Surname:..... Address ..... Post Code: ..... Tel (day) ..... Fax/Email .....
2	<b>Agent Details (if applicable)</b> Name: ..... Address ..... Post Code: ..... Tel (day) ..... Fax/Email .....
3	<b>Location of Building to which the work relates</b> Name: ..... Address: ..... Post Code: .....
4	<b>Proposed/Completed works</b> Use of Building: ..... Number of storeys: ..... Internal floor area of extension: ..... Estimated costs of works: ..... Description of proposed/completed building work: ..... ..... Date of commencement:
5	<b>Fees: An invoice for the relevant fees will be sent to you once the application has been processed.</b>
6	<b>Enter the name and address of the person who will be responsible for payment of the plan/inspection charges:</b> <b>First Name:</b> ..... <b>Surname:</b> ..... <b>Address:</b> ..... ..... <b>Post Code:</b> ..... <b>Tel:</b> .....
7	<b>Declaration</b> This application is deposited in relation to the building work as described above. It is submitted in accordance with Regulations 12(2) and 18 where relevant. I/we apply for Full Plans Building Regulation Approval / Building Notice Acceptance / Regularisation Certificate Application as described on this form and as detailed on any supplementary documents. Name ..... Signature ..... Date ..... Company ..... On behalf of .....

## NOTES FOR BUILDING CONTROL APPLICATIONS

1.	The applicant is the person on whose behalf the work is being carried out, e.g. the building's owner.
2.	<b>By completing and submitting this form</b> , you are giving notice of your intention to carry out building work and deposit the attached drawings and other documents as required by the building regulations.
3.	In the case of a Building Notice, in accordance with Building Regulation 12 (2) (a) it is your intention to carry out the domestic building work described in Section 3 and 5, of the Building Regulations 2010.
4.	In the case of a <b>Full Plans Application</b> , this notice is being given in relation to the building work as described, and is being submitted in accordance with Regulation(2)(b). Charges are normally payable in two stages. The first is a single charge, which will be subject to an invoice and the second charge is payable after the first site inspection of work in progress. The second charge is a single payment in respect of each individual building to cover all site visits and consultations which may be necessary until the work is satisfactorily completed. By completing and signing this form, the Council accepts that you have consented to the time period for consideration of the application being <b>extended to two months</b> and that, if appropriate you wish the application to be passed with conditions.
5.	In the case of an application for Regularisation, this notice, given in relation to the work described, is submitted in accordance with Regulation 18 and is accompanied by the appropriate charge (and plans where applicable). Please understand that the local authority may require you to take such reasonable steps (e.g. opening up of unauthorised work for inspection, making tests and taking samples) as appropriate, to establish compliance or otherwise.
6.	In all cases, the Council may require the submission of further information to show compliance with the Building Regulations.
FC	<b>Fire Consultation:</b> Applicant(s) should be aware that under the terms of The Building Act 1984, Section 15, the Local Authority will as required consult with the Fire and Rescue Service and pass on those details that you submit on your application form for the purposes of determining the Building Regulations application. Without this data collection, we could not process the application. Applicant details are only passed on to the statutory consultee(s). If you have any queries regarding this consultation process please telephone 0115 907 2221. Further details regarding information rights are available on the Information Commissioner's Office website at <a href="http://www.ico.org.uk">www.ico.org.uk</a>
SC	<b>Sewerage Consultation:</b> Applicant(s) should be aware that under the terms of The Building Regulations 2010, the Local Authority will as required consult with the Sewerage undertaker and pass on those details that you submit on your application form for the purposes of determining the Building Regulations application. Without this data collection, we could not process the application. Applicant details are only passed on to the statutory consultee(s). If you have any queries regarding this consultation process please telephone 0115 907 2221. Further details regarding information rights are available on the Information Commissioner's Office website at <a href="http://www.ico.org.uk">www.ico.org.uk</a>
	<b>The Building Regulations does <u>not</u> cover building over water, gas, electric or telecom services. You are therefore advised to contact your utility company if you intend to build over any of these services.</b>
	<p>This authority is under a duty to protect the public funds it administers, and to this end may use the information you have provided on this form for the prevention and detection of fraud. It may also, and on occasions be required to, share this information with other bodies responsible for auditing or administering public funds for these purposes.</p> <p>For further information, see the Fair Processing Notice on the Erewash Borough Council Website ( <a href="http://www.erewash.gov.uk/fairprocessing">http://www.erewash.gov.uk/fairprocessing</a> ) or contact the Internal Audit Manager on telephone 0845 9072244 Ext 3531.</p>
	<b>Your application is valid for 3 years from the date of submission to the Local Authority. Work may commence at any time within this 3 year period. If this is not the case then the application will have to be re-submitted.</b>

### PLEASE NOTE:

You may incur a supplementary charge if your building project is not competently carried out and the number of inspections required exceeds 7, or where the council incurs a consultant's fee to determine compliance.

**Please be advised that any personal information the council collects to provide our services, may have to shared with other service providers or departments within the council to provide the service, or if we are required to do so by law. You can find more details in the full privacy notice on our website at [www.erewash.gov.uk/privacy](http://www.erewash.gov.uk/privacy)**