

# ASHFORD BOROUGH COUNCIL

CIVIC CENTRE, TANNERY LANE, ASHFORD, KENT TN23 1PL

Tel: (01233) 330282 Fax: (01233) 330682

E-mail: [building.control@ashford.gov.uk](mailto:building.control@ashford.gov.uk)



## Application for Building Regulations Submission

The Building Regulations 2010

Guidance notes are available on reverse side of form

<b>Please tick the type of submission</b>	a) Full Plans Submission <input type="checkbox"/>	b) Building Notice <input type="checkbox"/>	c) Regularisation Certificate <input type="checkbox"/>
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(see guidance note 1)

<b>1</b>	<b>Applicant's details</b> (see guidance note 2) <b>email address:</b> _____
	Name: _____
	Address _____
	Postcode: _____ Tel: _____

<b>2</b>	<b>Agent's details</b> (if applicable) (see guidance note 3) <b>email address</b> _____
	Name: _____
	Address: _____
	Postcode: _____ Tel: _____
<b>Builder's details</b> (optional)	
Name: _____	
Tel: _____ Email: _____	

<b>3</b>	<b>Location of building to which work relates</b>
	Address: _____
	Postcode: _____ Tel: _____

<b>4</b>	<b>Description of Proposed Work</b>
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<b>5</b>	<b>Use of building</b> (see guidance note 4)
	1. Please confirm use of any new building or extension: _____
	2. Please confirm use of existing building (where appropriate) _____

<b>6</b>	<b>Conditions</b> (see guidance note 5) Please tick if you do <b>not</b> consent to plans being passed with conditions <input type="checkbox"/>
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<b>7</b>	<b>Extension of Time</b> (see guidance note 6) Your plans will be checked within 15 working days. An extension of time may be required to check amendments where requested. Please tick box if you do <b>not</b> agree to an extension of time <input type="checkbox"/>
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<b>8</b>	<b>Fees</b> (our charges are available online: <a href="http://ashford.gov.uk/forms-and-fees">ashford.gov.uk/forms-and-fees</a> or call us direct on <b>01233 330282</b> )
	<b>Submission fee (including V.A.T.)</b> £ _____ (see guidance note 7,8 & 9)
	Please note that an estimate is required if the works fall within categories 14,15,16,17 and 18 of our fee schedule for domestic alterations and on the 2 <sup>nd</sup> page of our fee schedule for non-domestic buildings.
<b>VALUE OF WORK: £</b> <input type="text"/>	

<b>9</b>	<b>Date of anticipated commencement of work (for building notice applications only):</b> _____
Please note that an admin charge of £40.80 (inclusive of VAT) will apply to re-open an inactive application that is 2 years and older from the date of the last inspection.	

<b>10</b>	<b>Declaration</b>
	This notice is given in relation to the building work as described, is submitted in accordance with Regulation 12(2) and 18 where relevant and is accompanied by the appropriate charge. <b>I understand that further charges may be payable following the first inspection by the local authority.</b>
	I / we apply for Building Regulations approval as described on this form and any accompanying plans or Signature: _____ On behalf of: _____ Insert applicants name if the declaration is made by an agent
	Date: _____

## Guidance notes

- 1. Full plans application** can be used for any type of work, where you require your drawings to be checked and approved. **Building notice** can be used for small domestic works and often no plans are needed however on occasions we may ask for further information i.e. structural calculations depending on the type of works. **Regularisation application** is to be used for retrospective approval of work that was previously carried out without building regulations approval.
2. The applicant is the person who is having the proposed building work carried out.
3. The agent is a person employed by the applicant to submit details of the proposed work. Generally communication from the Council about the application will be with the agent.
4. The intended use of the building or part, i.e. the extension to which the application refers to should be indicated. The number of storeys of new buildings or extension should be stated and where alterations or conversions are proposed the number of storeys in the existing building should be noted.
5. You can agree for your plans to be passed subject to conditions, where for instance certain information/details were not available to you at the time of submission. If you agree to this it is important that any conditions need to be satisfied as soon as possible but no later than when the works starts.
6. Your agreement to extend the period of time for determining your application may assist you when we require amendments/details, to your application.
7. Payment for the inspection charge, where applicable, will be required by the person noted on the form after the first inspection of the work by the Building Control Officer.
8. The initial submission charge payable can be found in the table of charges available separately from Building Control or on our website [www.ashford.gov.uk/forms-and-fees](http://www.ashford.gov.uk/forms-and-fees). If you have any queries regarding our charges please contact us prior to submitting your full plans application.
9. For dwellings, domestic extensions and associated work, 1 copy of the plans and details are required. If the proposed work refers to non-domestic buildings, 2 copies of the plans and details are required to enable us to consult with the Fire Officer.
10. Subject to certain provisions of the Public Health Act 1936 owners and occupiers of premises are entitled to have their private foul and surface water drains and sewers connected to the public sewers, where applicable. Special arrangements apply to trade effluent discharge. Persons wishing to make such connections must give not less than 21 days' notice to the appropriate authority.
11. Planning permission may also be required for the proposed building work or change of use for further information please visit [www.ashford.gov.uk/do-i-need-planning-permission](http://www.ashford.gov.uk/do-i-need-planning-permission).
12. Upon completion of your building work and following a satisfactory final inspection we will provide you with a Certificate of Completion. This certificate is an important document, which can be passed on to future owners of the property as proof that the work meets the requirements of the Building Regulations.
13. You may submit this form and any plans by email to [building.control@ashford.gov.uk](mailto:building.control@ashford.gov.uk) and we can accept payment over the telephone (**01233 330282**) via debit / credit card (please note there is a 1.5% surcharge for credit card payments, debit cards are unaffected).
14. These notes are for general guidance only, particulars regarding the deposit of plans are contained in Regulation 14 of the Building Regulations 2010 and, in respect of fees, in the Building (Local Authority Charges) Regulations 2010.