



Foord Annexe, Eastgate House
High Street, Rochester Kent ME1 1EW
Tel: 01634 331133
Email: building@stgbc.org.uk

Application for Building Regulations Submission

The Building Act 1984
The Building Regulations 2010 (as amended)

Please tick Type of Submission Full Plans Building Notice Regularisation
(see guidance note 1)

1 Applicant's details (see note 2)

Name & Address:

Postcode:
Tel:

Email:
Mobile:

2 Agent's details (if applicable, see note 3)

Name & Address:

Postcode:
Tel:

Email:
Mobile:

3 Location of building to which work relates

Address:

Postcode:

4 Description of Proposed Work

5 Use of building

1. If new building or extension please state proposed use:

2. If existing building state present use:

6 **Conditions** (see note 5) Please tick if you **do not consent** to plans being passed with conditions

7 **Extension of Time** (see note 6) Please tick if you **do not agree** to an extension of the prescribed period for the determination of the application (where applicable) up to a maximum 2 months from the date of deposit

8 **Fees** (see notes 7, 8 & 9) Estimate required if submitting under Value of Works

Submission charge (including VAT) £

Value of Works: £

(Cheques to be made payable to STG Building Control)

9 **Payment of Fees** Full name & address of person(s) responsible for payment of inspection fees.

PLEASE NOTE: An admin charge of £50 (inclusive of VAT) will apply to re-open an inactive application that is 1 year and older from the date of the last inspection.

A Local Authority Partnership of the Building Control departments of
Canterbury, Gravesham, Medway and Swale Council's

(form continued over page)

Builder's details (if known)

Name & Address:

Postcode:

Email:

Tel:

Mobile:

Please ensure you provide the contact telephone number for booking site inspections**Electronic Communications**

All documentation will be sent electronically to a "recipient" where an email address has been provided, if communication in this format is not wanted please tick the box below.

Electronic Submission: NO

**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. Please note any plans submitted are not checked or approved. 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 since 1998 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 Partnership 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 Surveyor.
8. The initial submission charge payable can be found in the table of charges available separately from STG or on our website www.stgbc.org.uk. 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. If you are sending applications / plans by email please note only a maximum limit of 10mb or less can be sent electronically.
10. Planning permission may also be required for the proposed building work or change of use for further information please contact your Local Authority Planning Department.
11. 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, but not conclusive proof, that the work meets the requirements of the Building Regulations.
12. You may submit this form and any plans by email to building@stgbc.org.uk (please note we can only accept a maximum limit of 10MB per email with attachments you may have to split the email or use our **Online Submission Portal** on our website www.stgbc.org.uk We can accept payment over the telephone (**01634 331133**) via debit / credit card (please note we do not accept American Express).
13. 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.