

## Building Regulations Application Form

The Building Regulations 2010

Please indicate application type:	<input type="checkbox"/> A) Full Plans Submission (Any new work)	<input type="checkbox"/> B) Building Notice (Domestic new work only)	<input type="checkbox"/> C) Regularisation Certification (Existing unauthorised work)	<input type="checkbox"/> D) Partner Authority
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### 1 Applicant's details

Name:

Address:

Telephone:  Postcode:

Email:

### 2 Agent's details

Name:

Address:

Telephone:  Postcode:

Email:  Inspection invoice responsibility: Agent/Applicant (delete as applicable)

### 3 Location of site to which the building work relates

Address of site:

Postcode:  Existing & Proposed use of building:

### 4 Proposed / Completed works

Description of proposed / completed building work:

Total Floor Area (M <sup>2</sup> )	Estimated Total Cost of Works
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Will a competent electrician who is registered with a Part P self-certifying scheme carry out the electrical installation?  
 If No an additional charge of £240 +VAT will be payable  YES  NO

Is the work being carried out on a building to which the Regulatory Reform (Fire Safety) Order 2005 applies or will apply upon completion of the building work?  
 YES  NO

### 5 Declaration

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 and is accompanied by the appropriate charge.\*

I understand that further applicable charges (such as inspection fees) may become payable by the building owner following the first inspection undertaken by the local authority.

I agree to the Council exercising the option to approve the application with conditions if considered appropriate (Delete if applicable)

I agree to an extension of time for the consideration of this application, if necessary. (Delete if applicable)

Signature: <input style="width: 95%;" type="text"/>	On behalf of: <input style="width: 95%;" type="text"/>
Date: <input style="width: 95%;" type="text"/>	Insert applicant's name where the declaration is made by an agent

# Important Information

1. **By completing and submitting this form**, 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.
2. 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.
3. In the case of a Full Plans Application, this notice is being given in relation to the building work as described, and is being submitted in accordance with Regulation(2)(b) and is accompanied by the appropriate charge. Please understand that further charges (Inspection Charges) will normally be payable following the first inspection by the local authority. By completing and signing this form, the Council accepts that you have consented to the time period for consideration of the application being extended to two months and that, if appropriate you wish the application to be passed with conditions.
4. 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.
5. In all cases, the Council may require the submission of further information to show compliance with the Building Regulations.

## Fire Consultation

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). Further details regarding information rights are available on the Information Commissioners Office Website [www.ico.org.uk](http://www.ico.org.uk)

## Sewerage Consultation

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). Further details regarding information rights are available on the Information Commissioners Office Website [www.ico.org.uk](http://www.ico.org.uk)

## Payment Information

**All Building Regulation applications are subject to fees (Except for some disabled persons adaptations which are exempt). For further information on the fee charges please go to [www.huntingdonshire.gov.uk/planning/building-control](http://www.huntingdonshire.gov.uk/planning/building-control)**

### Pay by Telephone

- You can pay by calling 01223 457305 for Cambridge area applications or 01480 388240 / 01480 388494 for South Cambridgeshire / Huntingdonshire applications. You will need your application site address and your debit or credit card details.

### Pay By Post

- Please send completed application and relevant plans with accompanying payment to Cambridge City Building Control, PO Box 700, Cambridge CB1 0JH or Pathfinder House, St Marys Street, Huntingdon PE29 3TN according to the property area.
- Please make cheques payable to Cambridge City Council (for all Cambridge City Areas) or Huntingdonshire District Council (for all South Cambridgeshire and Huntingdonshire areas)

## Contact Us

If you have any queries regarding any part of this application form, the fire or sewerage consultation process or fee enquiries please contact us on

**01480 388494 / 01480 388240 / 01223 457118**

Or Email us at

[buildingcontrol@3csharedservices.org](mailto:buildingcontrol@3csharedservices.org) (Cambridge area)

[building.control@3csharedservices.org](mailto:building.control@3csharedservices.org) (South Cambridgeshire / Huntingdonshire areas)