



# BUILDING REGULATIONS APPLICATION



Building Regulations Application No:

(For Office Use only)

Submission details (please ✓ as appropriate)

Do you wish to submit:

Full Plans

Building Notice

Regularisation

**PLEASE READ ACCOMPANYING GUIDANCE NOTES**  
**QUESTIONS MARKED WITH \* MUST BE COMPLETED - PLEASE USE BLOCK CAPITALS**

**1 NAME & ADDRESS OF APPLICANT / OWNER \***

\_\_\_\_\_  
\_\_\_\_\_

Postcode: \_\_\_\_\_ Tel No: \_\_\_\_\_ Email Address: \_\_\_\_\_

**2 NAME & ADDRESS OF AGENT / ARCHITECT**

\_\_\_\_\_  
\_\_\_\_\_

Postcode: \_\_\_\_\_ Tel No: \_\_\_\_\_ Email Address: \_\_\_\_\_

Personal Contact Name: \_\_\_\_\_

**3 ADDRESS OR LOCATION OF PROPOSED WORK \***

\_\_\_\_\_  
\_\_\_\_\_

**4 DESCRIPTION OF PROPOSED WORK \***

\_\_\_\_\_  
\_\_\_\_\_

**5 USE OF BUILDING \* (Residential, Commercial, Industrial, Assembly or Other)**

a) State present use: \_\_\_\_\_

b) State proposed use: \_\_\_\_\_

c) Does the Regulatory Reform (Fire Safety) Order 2005 apply to this building? Yes  No

(If yes 'one' additional hard or electronic copy of the floor plans will be required)

**6 HAVE YOU OBTAINED PLANNING PERMISSION UNDER THE TOWN & COUNTRY PLANNING ACT 1990?**

Yes  No  N/A  If 'Yes' please state Reference No: \_\_\_\_\_

**7 Charges \*** (See Building Control Fee schedule and Guidance notes)

Standard Charge

OR

Individual Determined Charge

Please confirm table & category

Quotation Reference: \_\_\_\_\_

Table: \_\_\_\_\_ Category: \_\_\_\_\_

Quotation Date: \_\_\_\_\_

Fee: £ \_\_\_\_\_ PLUS 20% VAT @ £ \_\_\_\_\_ Total: £ \_\_\_\_\_

I wish to be considered for disabled persons exemption (see guidance notes)  
(documented evidence will be required for consideration)

*(NB - For a Full Plans application only the plan charge is payable on submission (the inspection fee will be invoiced upon commencement))*

**8 DRAINAGE \***

a. Please state how the storm water will be disposed of:

Soakaway  Water Course  Mains Sewer  Other

b. Please state how Foul sewerage will be disposed of:

Mains Sewer  Cesspit  Septic Tank  Other

Is the building over or within 3m of a public sewer to which **Part H** of the Building Regulations applies? Yes  No

*(NB - You are reminded that should any suspected Dwr Cymru Welsh Water apparatus be found during works on site, to stop work and contact Dwr Cymru Welsh Water immediately)*

**9 PRESCRIBED PERIOD \* (Full Plans Submission only)**

The Building Act allows five weeks to give a decision on a Full Plans submission. Our aim is to process every submission as soon as possible. In some cases we may require more information from you.

To allow you time to obtain this information, we suggest that you agree to the extension of the five week period to two months. It will not delay our processing of your application.

Do you consent to an extension of time? Yes  No

**10 DO YOU CONSENT TO THE PLANS BEING PASSED SUBJECT TO CONDITIONS WHERE APPROPRIATE? \*** Yes  No

**11 CHECKLIST \***

| Building Notice  | Please ✓                 | Full Plans/Regularisation  | Please ✓                 |
|--|--------------------------|--|--------------------------|
| I attach 2 copies of application form & location plan / block plan | <input type="checkbox"/> | I attach 2 copies of site location plan / block plan, application form and detailed plans and specifications | <input type="checkbox"/> |
| I enclose the necessary fee  | <input type="checkbox"/> | I enclose the necessary fee  | <input type="checkbox"/> |

**12 THIS NOTICE IS GIVEN IN RELATION TO THE BUILDING WORKS AS DESCRIBED AND SUBMITTED IN ACCORDANCE WITH BUILDING REGULATIONS 12(2)(A)(B) & 18, 2010 RESPECTIVELY \***

*(Regularisation: it is understood that the Authority may require the applicant/owner to open the unauthorised work, where necessary, so that the Authority can establish compliance with Building Regulations)*

Signed: \* \_\_\_\_\_ Applicant/Agent Date: \* \_\_\_\_\_

Please return completed application to:

Chief Officer Planning & Public Protection  
Torfaen County Borough Council, Tŷ Blaen Torfaen, Panteg Way, New Inn, Pontypool, NP4 0LS