

## Building Regulations Application Form

The Building Regulations 2010

<b>Please indicate application type:</b>	<input type="checkbox"/> <b>A) Full Plans Submission</b> <i>(Any new work)</i>	<input type="checkbox"/> <b>B) Building Notice</b> <i>(Domestic new work only)</i>	<input type="checkbox"/> <b>C) Regularisation Certificate</b> <i>(Existing unauthorised work)</i>	<input type="checkbox"/> <b>D) Partnership</b>
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### 1 Applicants details

Name:	
Address:	
	Postcode:
Telephone:	email:

### 2 Agents details

Name:	
Address:	
	Postcode:
Telephone:	email:

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

Address of site:	
	Postcode:

### 4 Proposed / Completed works

Description of proposed / completed building work:
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### 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.\* We will use the information provided by you for processing Building Control Applications. The basis under which the Council uses personal data for this purpose is for carrying out Public Tasks and Legal Obligation. The information that you have provided will be kept in accordance with the Council's retention schedule, which can be found at [www.ashfield.gov.uk/Privacy](http://www.ashfield.gov.uk/Privacy)

**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 / we apply for Full Plans Building Regulation Approval / Building Notice Acceptance / Regularisation Certification / Partnership Application as described on this form and as detailed on any supplementary documents.

Signature:	On behalf of:
Date:	<i>Insert applicants name where the declaration is made by an agent</i>

# 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. Please note that a Regularisation application can only be submitted for works commenced after the 11<sup>th</sup> November 1985.
5. In all cases, the Council may require the submission of further information to show compliance with the Building Regulations.

## Privacy Notice

We will use the information provided by you for processing Building Control Applications. The basis under which the Council uses personal data for this purpose is for carrying out Public Tasks and Legal Obligation.

The information that you have provided will be kept in accordance with the Council's retention schedule, which can be found at [www.ashfield.gov.uk/Privacy](http://www.ashfield.gov.uk/Privacy).

The information provided by you may also be used for the purpose of any other function carried out by the Council. Information about these functions and the legal basis on which information is used by them, your rights and the Council's Data Protection Officer (DPO) can be found on the Council's detailed privacy notice, which can be found at [www.ashfield.gov.uk/Privacy](http://www.ashfield.gov.uk/Privacy) on the Council's website or requesting a copy by writing to the Data Protection Officer, Ashfield District Council,

Urban Road, Kirkby in Ashfield, Nottingham. NG17 8DA.

## 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). If you have any queries regarding this consultation process please telephone 01623 457387. Further details regarding information rights are available on the Information Commissioner's Office website at [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. Applicants details are only passed on to the statutory consultee(s). If you have any queries regarding this consultation process please telephone 01623 457387. Further details regarding information rights are available on the Information Commissioner's Office website at [www.ico.org.uk](http://www.ico.org.uk)

## Your Information

Further details about how Development Services deals with your information can be found on our website at [www.ashfield.gov.uk/](http://www.ashfield.gov.uk/) and click on "Building Regulations Application".