

# Building Regulations Application



**DARLINGTON**  
Borough Council

## Building Regulations Application Form The Building Regulations 2010 The Building Act 1984

Building Control, Town Hall, Darlington DL1 5QT

[buildingcontrol@darlington.gov.uk](mailto:buildingcontrol@darlington.gov.uk)

Telephone: 01325 406214

- 1  Full Plans  Building Notice  Regularisation  Reversion  
Please indicate application type (Tick one only)
- 

2 **Client details**

Is the application being made on behalf of a client? YES  NO

Title: \_\_\_\_\_ First Name: \_\_\_\_\_  
Last Name: \_\_\_\_\_

Address: \_\_\_\_\_

Postcode: \_\_\_\_\_

Telephone: \_\_\_\_\_ Mobile: \_\_\_\_\_

Email: \_\_\_\_\_

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3 **Agent's details (if applicable)**

Is the agent the principal or sole designer? YES  NO

Where the agent is not the principal or sole designer, this person must be identified in Section 5 of the application form.

Name: \_\_\_\_\_

Company: \_\_\_\_\_

Address: \_\_\_\_\_

Postcode: \_\_\_\_\_

Telephone: \_\_\_\_\_ Mobile: \_\_\_\_\_

Email: \_\_\_\_\_

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4 **Principal (or Sole) Contractor Details**

Name: \_\_\_\_\_

Company: \_\_\_\_\_

Address: \_\_\_\_\_

Postcode: \_\_\_\_\_

Telephone: \_\_\_\_\_ Mobile: \_\_\_\_\_

Email: \_\_\_\_\_

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**5 Principal (or Sole) Designer Details**

Name:

Company:

Address:

Postcode:

Telephone:

Mobile:

Email:

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**6 Location of building to which work relates**

Address:

Postcode:

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**7 Existing Building**

Does the proposal consist of work to an existing building?

YES  NO

If yes, what is the height of the existing building?

metres

How many storeys are in the existing building?

storey(s)

*Note that the number of storeys should be determined in accordance with Regulation 5 & 6 of the Higher-Risk Buildings (Descriptions and Supplementary Provisions) Regulations 2023:*

<https://www.legislation.gov.uk/uksi/2023/275/regulation/5/made>

<https://www.legislation.gov.uk/uksi/2023/275/regulation/6/made>

Please provide details of the current use of the existing building, including the current use of each storey:

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**8 Proposed Work**

Description

What is the total internal floor area of the proposed work?

metres<sup>2</sup>

What will be the height of the building after the proposed work?

metres

How many storeys will be in the building after the proposed work?

storey(s)

*Note that the number of storeys should be determined in accordance with Regulation 5 & 6 of the Higher-Risk*

*Buildings (Descriptions and Supplementary Provisions)  
Regulations 2023:*

Please provide the date when it is proposed the work will reach the point when it is to be regarded as commenced in accordance with Regulation 46A (Lapse of building control approval: commencement of work) of The Building Regulations 2010(as amended):

Where the work does not consist of work to which paragraph (2) or (3) of Regulation 46A applies, details of the work which the client considers amounts to 15% of the proposed work:

**Non-Domestic only**

Is the building a building to which the Regulatory Reform (Fire Safety) Order 2005 applies? YES  NO

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**9 Drainage**

Does requirement H4 (Building over sewers) apply to the proposed work? YES  NO

*Requirement H4 applies only to work carried out: (a) over a drain, sewer or disposal main which is shown on any map of sewers; or (b) on any site or in such a manner as may result in interference with the use of, or obstruction of the access of any person to, any drain, sewer or disposal main which is shown on any map of sewers.*

[Building over or near a sewer \(nwl.co.uk\)](http://nwl.co.uk)

If yes, please provide details of the precautions to be taken in the building over a drain, sewer or disposal main to comply with the requirements:

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**10 Electrical Works (Domestic Only)**

This must be completed where 'Notifiable Electrical Work' is to be undertaken. Further guidance can be found at

<https://electricalcompetentperson.co.uk/Building-Regulations-Explained>

Electrical installation is to be carried out by a Part P registered Electrician.

YES  NO  N/A

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**11 Charges**  
Our charges are based on the published fees and charges schedule found on our website at [Darlington BC - Application forms and fees](#)

**New Dwelling:** How many dwellings? How many dwelling types?

**Extension:** internal floor area to be created(m<sup>2</sup>) How many storeys?

**Replacement**

**Windows:** How many windows?

**All other works:** Please provide an estimated cost of work £

Works for the **sole benefit** of a person with disabilities may be exempt from charges. Is exemption from fees being claimed? If yes, please provide evidence  
YES  NO

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**12 Extension of Time and Conditions (Full Plans application only)**

Please tick if you **do not** consent to an extension of time to 2 calendar months.

*A further extension beyond 2 calendar months may be agreed where it is appropriate for the scheme.*

Please tick if you **do not** consent to plans being passed with Conditions where appropriate

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**13 Statement**

- This notice is given in relation to the building work as described, and is submitted in accordance with [Regulation 12\(2\)](#) (Building Notice or Full Plans) or [Regulation 18](#) (Regularisation) where relevant and is accompanied by the appropriate fee. I understand that except in the cases of certain minor schemes further inspection fees will be payable following the first inspection by the Local Authority
- I have read and understand the guidance and responsibilities/ competence of duty holders in the Notes and Guidance sheet attached.
- Data Protection Act 1998: The Council, to which you have submitted this application form, collects data for the purposes of the Building Regulations. This data may also be passed to other related Government Agencies.
- Information provided as part of this application may be disclosed in response to a request under the Freedom of Information Act 2000.

**PLEASE ENSURE THIS FORM IS SIGNED**

**Name:**

**Date:**

**Works start date:**

**Signature:**

As the person submitting the application, please confirm which of the following you are: Client  Agent  Contractor

## Notes and Guidance

<p><b>General</b></p>	<p><u>Responsibilities (Duty Holders and competence)</u></p> <p>Requirements of duty holders (Client/Applicant/Designer/Contractor) and their competence can be found in <a href="#">Part 2A of the Building Regulations 2010 (as amended)</a>.</p> <p><u>Fees</u></p> <p>The appropriate fee is dependent upon the type of work proposed. Fee scales and methods of calculation are set out in the guidance notes on fees which are available on request. Subject to certain exceptions the Full Plans Submission fees are payable in two stages. The Plan fee is payable on submission and the inspection is payable after the first site inspection. <a href="#">Darlington BC - Application forms and fees</a></p> <p><u>Expiry of application</u></p> <p>This application shall cease to have effect from three years after it is given to the local authority unless the work has been commenced before the expiry of that period.</p> <p><u>Completion Certificate</u></p> <p>A completion certificate will be issued following a satisfactory completion inspection. This is subject to the local authority being notified of all necessary inspections. Where the site has been dormant for more than five years or where notification is given that the application will be archived, a resurrection fee may be charged to cover the cost of further inspections prior to the issuing of a Completion Certificate.</p> <p>Following recent changes to the Building Regulations, from 1st October 2023 it is now a legal requirement at completion of works for the client/applicant to submit a compliance declaration form to <a href="mailto:buildingcontrol@darlington.gov.uk">buildingcontrol@darlington.gov.uk</a> within 5 days of completion of works. The form should include signed and dated compliance declarations from the client/applicant, the builder/contractor and any designers who have been involved in the project.</p> <p><u>Planning Permission</u></p> <p>Persons proposing to carry out building work or make a material change of use of a building are reminded that permission may be required under the Town &amp; Country Planning Act. You are advised to consult the Planning Department if you are in any doubt.</p> <p><b>Further guidance can be found at <a href="https://www.darlington.gov.uk/environment-and-planning/building-control/">https://www.darlington.gov.uk/environment-and-planning/building-control/</a></b></p>
<p><b>Section 1</b></p>	<p>You must choose one of the options 'Full Plans', 'Building Notice', 'Regularisation' or 'Reversion'</p> <p>A Full Plans application may be submitted for domestic and commercial properties.</p> <p>A Building Notice may be submitted for domestic properties, but cannot be used where;</p> <ul style="list-style-type: none"> <li>(a) The building is or contains a 'workplace; under Regulatory Reform (Fire Safety) Order 2005 which includes offices, shops, factories and hotels. With these types of buildings we are required to consult with the fire authority meaning a Full Plans application must be submitted.</li> <li>(b) The building work is over or near a public sewer</li> </ul>

	<p>(c) The building will front onto a private street.</p> <p>If the work has been substantially commenced or is complete a regularisation application may be submitted for retrospective approval.</p> <p><b>From the 1<sup>st</sup> of October 2023 all Building Regulations applications for Higher Risk Buildings must be made to the Building Safety Regulator who will be the Building Control Authority for building work relating to the following buildings:-</b></p> <ul style="list-style-type: none"> <li>• A residential building (2 or more residential units) with a top floor that is 18m or above ground level, or at least 7 storeys</li> <li>• Hospitals or care houses with a top floor that is 18m or above ground level, or at least 7 storeys</li> </ul>
<b>Section 2</b>	The clients full name must be included together with the address postcode and contact details to allow us to communicate with you more effectively. The client is the person on whose behalf the work is being carried out which is usually the building owner.
<b>Section 3</b>	The agent is the architect, surveyor or other person acting on behalf of the applicant. Please note that all correspondence will be sent to the agent if one is provided.
<b>Section 4</b>	The principal or sole contractor is the person or company carrying out the work.
<b>Section 5</b>	A principal designer is the <u>designer</u> (as defined in the <u>Regulations</u> ) with control over the pre-construction phase who has the relevant <u>skills, knowledge and experience</u> and where they are an organisation, the organisational capability to carry out all the functions of the role. However, they do not have to carry out actual design work on the project.
<b>Section 6</b>	A principal contractor is the <u>contractor</u> with control over the construction phase of a project where they are the sole contractor, or involves more than one contractor. They are appointed in writing by the client ( <u>commercial</u> or <u>domestic</u> ) to plan, manage, monitor and coordinate health and safety during this phase.
<b>Section 7</b>	Where you have answered “Yes” please provide details of the existing building including the height, number of storeys and the use of each storey.
<b>Section 8</b>	Please provide a description of the proposed work. Where the proposal includes an extension, please indicate the number of storeys and the elevation (front, side or rear) Please also provide the height of the building and the total number of storeys of the building after the proposed work and details of the usage of each storey.
<b>Section 9</b>	Where the proposal is for a new building or an extension to an existing building, please confirm if you are building over or near a public sewer. You may need to contact the sewerage undertaker to determine if a sewer will be affected. Where you have answered “Yes” please provide details of any precautions or measures required to protect to the sewer.
<b>Section 10</b>	If the proposal will include ‘Notifiable Electrical Work’ please confirm if the installation will be carried out by a Part P electrician. Where no notifiable electrical work is to be carried out this section may be left blank.
<b>Section 11</b>	<p>Charges are determined individually and are based on full recovery our costs for providing the Building Regulation service.</p> <p>Full Plans Application</p> <ul style="list-style-type: none"> <li>• Plan checking fee – This is due on submission of the application and covers the cost of checking the plans and details submitted for compliance with the building regulations.</li> <li>• Inspection fee – This is invoiced to the person indicated as responsible and covers the cost of site inspections. (If addition site inspections are required to re-inspect non-compliant work, further charges may apply)</li> </ul>

	<p>Building Notice/Regularisation Application</p> <ul style="list-style-type: none"><li>• The full application fee is due on submission of the application or immediately after we have confirmed our charges to you.</li></ul>
<b>Section 12</b>	<p>Under a Full Plans application a decision must be determined within 5 weeks of validation or later where an extension of time is agreed.</p> <p>Section 16 of the Building Act 1984 provides for the passing of plans subject to additional requirements. The additional requirements may specify further modifications to the deposited plans and/or that further plans shall be deposited.</p>
<b>Section 13</b>	<p>The declaration should be completed by the person submitting the application.</p> <p>Full Plans and Building Notice applications are to be submitted in accordance with Regulation 12(2) which can be found here <a href="http://www.legislation.gov.uk/uksi/2010/2214/regulation/12/made">http://www.legislation.gov.uk/uksi/2010/2214/regulation/12/made</a></p> <p>Regularisation Applications are to be submitted in accordance with Regulation 18 found here <a href="http://www.legislation.gov.uk/uksi/2010/2214/regulation/18/made">http://www.legislation.gov.uk/uksi/2010/2214/regulation/18/made</a></p> <p>Where an application is submitted without the appropriate fee, the application shall not be valid until payment is received.</p> <p><b><u>Works must not commence until the application is paid and validated.</u></b></p>