

Application for Building Control Approval

Full Plans (England)

Building Act 1984, The Building Regulations 2010 (as amended), Building Safety Act 2022,
The Higher-Risk Buildings (Descriptions and Supplementary Provisions) Regulations 2023.

This form is to be filled in by the person who intends to carry out building work or an agent.
If the form is unfamiliar, please read the notes below or consult the office indicated above.

1. Applicant details (see note)

Name	
Address (Including Postcode)	
Email	
Mobile	
Telephone	

2. Principal Designer/Sole or Lead Designer details (where different from the Applicant)

Name	
Address (Including Postcode)	
Email	
Mobile	
Telephone	

3. Principal Contractor/Sole Contractor details (where known)

Name	
Address (Including Postcode)	
Email	
Mobile	
Telephone	

4. Details of whom to invoice for inspection fee

Name	
Address (Including Postcode)	
Email	
Mobile	
Telephone	

5. Location of the building to which the work relates

Same address as Applicants	Yes	No - Please give details below
Address (Including Postcode)		

6. Proposed Works (Please provide detailed description below)

If new building or extension please state proposed use (use of each storey if applicable, use separate sheet if necessary)	
Height of building (after proposed work)	Number of storeys (after proposed work)
If Existing Building (state current use)	

7. Requirements

Do you agree to your plans being passed to approved subject to requirements.	Yes	No
Do you agree to an extension of time if matters cannot be resolved within the five-week period, or within such longer period as at any time the authority and the applicant agree in writing.	Yes	No
Is the building a building to which the Regulatory Reform (Fire Safety Order 2005) applies or will apply after completion of the building work*?	Yes	No

8. Drainage and Water Supply

Where the work involves discharge of foul or surface water, or a new water supply/connection:

Is the source of the water to the building from:

a water main a private supply a well

Is the foul water to be drained to the:

foul sewer cess pool septic tank treatment plant

Is the surface water to be drained to the:

soakaway combined sewer watercourse SUDS

9. Building over sewers

Is the proposed building footprint within 3m of a drain or sewer that is greater than 225mm diameter?

Yes No

Is the proposed building footprint understood to be over a gully, inspection chamber or manhole?

Yes No

Does the proposed building footprint cover more than 6m of an existing drain or sewer?

Yes No

10. Existing Building

Where applicable, provide a description of the existing building, including:

Details of the current use of the building, including the current use of each storey

The height of the building

The number of storeys in the building as determined in accordance with [Regulation 6 of the Higher-Risk Buildings \(Descriptions and Supplementary Provisions\) Regulations 2023](#)

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11. Fees	Please Tick	Relevant amount
New dwelling(s)		
Extension(s) internal floor area		M ²
Loft conversion internal floor area		M ²
New garage internal floor area		M ²
Garage conversion internal floor area		M ²
Re-roof		Yes No
Replacement windows and/or doors		
All non-domestic work & any domestic work NOT specified above or in Table 2 of the fees sheet. Please describe and provide an estimated cost of works:		Estimated Cost £

12. Electrical Installations – Part P Compliance

Part P is not applicable	Yes	No
All electrical works relating to this application WILL be carried out by self-certifiable, Part P registered electrician.	Yes	No
If you do not use a Part P registered electrician then an ADDITIONAL fee will be required. Please see our Fee's form to see additional cost.	Yes	No
You have enclosed the ADDITIONAL fee and require our electrical agents to inspect the electrical installation.	Yes	No
For a further explanation of electrical Part P compliance please look at the guidance notes section 7 or call Building Control directly on 01304 872495		
<u>Without Part P compliance the application will not be signed off and an additional regularisation fee will be required</u>		

13. Start of Works

Notification must be submitted to the Building Control body at least two days before the duty holder intends to start work.

Date:

14. Commencement (Append additional information where necessary)

State 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); or where the work does not consist of work to which paragraph (2) or (3) of [Regulation 46A](#) applies, state the details of the work which the client considers amounts to 15% of the proposed work.

Date:

15. Declaration

This is an application for building control approval with full plans submitted in accordance with [Regulation 12\(2\)\(b\)](#) and is accompanied by the appropriate fee.
I understand that further fees will be payable following the first inspection by the Local Authority.

Name:

Signature:

Date:

Please return completed form to: Building Control, Dover District Council,
White Cliffs Business Park, Dover, Kent, CT16 3PJ.

Or return by e-mail to: building.control@dover.gov.uk

The application for building control approval with full plans to inform the local authority of building work etc., is restricted to certain building types. Additional information will also be required to accompany your application for building control approval with full plans, depending upon the work proposed. Further information can be found in the attached notes and checklist. This form cannot be used for building control approval applications for higher-risk building work or stages of higher-risk building work or for work to existing higher-risk buildings. Applications for building work to higher-risk buildings can be made [here](#).