

1 **Type of application (please tick applicable box):**

<input type="checkbox"/>	Application for Approval with Full Plans	Ref No: <input type="text"/>
<input type="checkbox"/>	Building Notice	
<input type="checkbox"/>	Regularisation	
<input type="checkbox"/>	Partner	
<input type="checkbox"/>	Resubmission	

Use of your Information – The information on this form will be used to carry out the Council's Building Regulation function and will not be shared with any third party unless it is necessary in the performance of a public task, or to exercise statutory duties Under the Data Protection Act 2018, Test Valley Borough Council is the data controller.

**Compliance Declaration**

When the building work is completed the Client must, jointly with the Principal Designer and Principal Contractor, provide the Building Control body with signed Compliance Declaration Notices. The client must confirm that 'to the best of their knowledge' the work complies with the Building Regulations. The Principal Designer and Principal Contractor must also confirm that they have fulfilled their duties under Part 2A of the Building Regulations. This is now a **legal requirement under the Building Regulations** and the Completion Certificate cannot be released until these declarations have been received. For further information please refer to The Building Regulations etc. (Amendment) (England) Regulations 2023 Part 2A Dutyholders and competence or follow [this link](#).

2 **Applicant details (if not applicant then details of client)**

*Tick box if responsible for: plan charge  
site inspection charge  
Building Notice/ Regularisation charge*

Name:   
Address:   
Post Code:   
Telephone/Mobile:  Email:

2 **Principal designer (or sole/lead designer) see explanatory note 2**

*Tick box if responsible for: plan charge  
site inspection charge  
Building Notice/ Regularisation charge*

Is the principal (sole/lead) designer known at this time? Yes  No   
Name:   
Address:   
Post Code:   
Telephone/Mobile:  Email:

3 **Principal contractor (or sole contractor) see explanatory note 3**

*Tick box if responsible for: plan charge  
site inspection charge  
Building Notice/ Regularisation charge*

Is the principal (or sole) contractor known at this time? Yes  No   
Name:   
Address:   
Post Code:   
Telephone/Mobile:  Email:

4 Please confirm that you, as the client/applicant are aware of the new duty holders' roles and responsibilities, including the provision of signed declarations of compliance within 5 days of completion of the works (see explanatory note 1 for further information regarding the roles and responsibilities of duty holders.)

5 **Address of site to which the building works relates**

6	<p>State the existing use of the building, including each storey</p> <p>The height of the building above lowest ground level</p> <p>The number of storeys in the building as determined in accordance with regulation 6 of the Higher-Risk Buildings (Description and Supplementary Provisions) Regulations 2023</p> <p>Is it the intention to carry out building work in relation to a building which is, or will be within the scope of the Regulatory Reform (Fire Safety) Order 2005? <span style="float: right;">Yes <input type="checkbox"/> No <input type="checkbox"/></span></p>					
7	<p><b>Description of proposed/completed Works</b></p> <p>Please provide a description of the proposed work, including: details of intended use of building and use of each storey.</p> <p>Height of building after proposed work</p> <p>Internal floor area of ALL new floors</p> <p>Number of storeys in the building after the proposed work as determined in accordance with regulation 6 of the Higher-Risk Buildings (Description and Supplementary Provisions) Regulations 2023</p> <p>The provision to be made for the drainage of the building for:</p> <p>a) Foul water:-</p> <p>b) Surface water:-</p> <p>c) Where paragraph H4 of Schedule 1 of the Building Regulations imposes a requirement (building over a public sewer), the precautions to be taken in the building over a drain, sewer or disposal main to comply with the requirements of H4:-</p>					
8	<p><b>Commencement date of proposed works in accordance with regulation 46A (lapse of building control approval: commencement of work)</b> (see explanatory note 4)</p>					
8a	<p><b>Details of work which the client considers amounts to 15% of the proposed work</b> (see explanatory note 4)</p> <p><b>Date works completed</b> (if a Regularisation application) (DD/MM/YYYY)</p>					
9	<p><b>Charges (see explanatory note 5)-</b> Please confirm the following</p> <table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 50%;">Quoted or assessed Plan Charge:</td> <td>Quote reference number</td> </tr> <tr> <td>The floor area of extensions/new build</td> <td>Estimated cost of "other work"</td> </tr> </table>		Quoted or assessed Plan Charge:	Quote reference number	The floor area of extensions/new build	Estimated cost of "other work"
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The floor area of extensions/new build	Estimated cost of "other work"					
10	<p><b>Electrical Safety</b> - If the proposed work involves notifiable electrical works to a domestic dwelling, please confirm that you will be using the services of an Electrician registered with a Part P Competent Person scheme to design, install and test the installation.</p>	<p>Yes <input type="checkbox"/> No <input type="checkbox"/></p> <p><i>If no, an additional charge will be required</i></p>				
11	<p><b>Physical infrastructure provision</b></p> <p>required by Approved Document R of the Building Regulations for a new build dwelling, a Connectivity Plan form will need to be completed and submitted prior to the approval of the application. (A template Connectivity Plan form can be found in Approved Document R). Please indicate this is understood. <span style="float: right;">Yes <input type="checkbox"/> No <input type="checkbox"/></span></p>					
12	<p>This application is deposited in relation to the building work as described above. It is submitted in accordance with Regulations 12 (2) (b) and 18 where relevant and together with the appropriate charge.</p> <p>I/ we apply for Application for Approval with Full Plans / Building Notice Acceptance / Regularisation certification/ partnership application as described on this form and as detailed on any supplementary documents.</p> <p>I/ we agree to an extension of time for the consideration of this application in order to allow negotiations to take place prior to formal decision being issued, such extension to terminate two months from the date of deposit of plans. Yes <input type="checkbox"/> No <input type="checkbox"/></p>					

### 13. Authority Employee / Member

It is an important principle of decision-making that the process is open and transparent, For the purposes of this question, "related to" means by birth or otherwise, closely enough that a fair-minded and informed observer, having considered the facts, would conclude that there was bias on the part of the decision-maker in the Local Building Control Authority.

Do any of the following statements apply to you? Yes  No  with respect to the authority I am:

Test Valley Borough Council, Beech Hurst, Weyhill Road, Andover, Hampshire, SP10 3AJ

Tel: 01264 368741 / 8312 Email: [buildingcontrol@testvalley.gov.uk](mailto:buildingcontrol@testvalley.gov.uk)

Web: [www.testvalley.gov.uk/planning-and-building/buildingcontrol](http://www.testvalley.gov.uk/planning-and-building/buildingcontrol)

Form 21/Sep24

**Declaration**

This notice is given in relation to the building work as described, is submitted in accordance with Regulation 12(2)(a)(b) and is accompanied by the appropriate charge. For Application for Approval with Full Plans submissions I understand that further charges will be payable following the first inspection by the local authority. In accordance with Regulation (14(5) I hereby give notice that I require a completion certificate to be provided in accordance with Regulation 17. Data Protection The information on this form will be held in accordance with UK Data Protection laws. We will use your information to compile a computerised database to assist in the administration of departmental functions, conduct surveys and research. Information may be published online.

I agree to the statement above

Name:

Date:

**Building Regulation Application - Client Statement**

**Site Address:**

**Proposal:**

**Application submitted by:**

The client **must** either complete this statement or submit a separate client statement (template available on our website). The of "Client" means any person for whom a project is carried out.

**This is to confirm that I am the Client for this Building Regulation application. I have read and understood my responsibilities as a duty holder under Regulation 11 of the Building Regulations etc. (Amendment) (England) 2023 on this project and the information supplied on the Building Regulation Application form is correct and I agree to this application being made on my behalf.**

I agree to the statement above

**Name:**

**Date:**

**Separate client statement to follow:**

**The application will not be valid until the signed statement has been received.**