

1 TYPE OF APPLICATION (Please tick applicable box) FULL PLANS BUILDING NOTICE
 REGULARISATION Date Work Carried Out: RESUBMISSION Reference:

2 LOCATION OF BUILDING TO WHICH WORK RELATES
 Address:
 Postcode:

3 PROPOSED WORK
 Description:
 Planning Reference:

4 USE OF BUILDING
 1 Proposed use: 2 Present use:
 3 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? YES NO

5 APPLICANTS DETAILS
 Name:
 Address:
 Postcode:
 Tel: Email:

6 AGENTS DETAILS (IF APPLICABLE)
 Name:
 Address:
 Postcode:
 Tel: Email:

7 CHARGES (Please refer to separate charges sheets)
 Is the work solely for a Registered Disabled Person? YES NO Disabled registration number:
 Estimated cost of works: £ Floor area of extension (where applicable): m²
 Individually determined charge reference number: Charge (excluding VAT): £
 Schedule Number: Category Number: Charge (excluding VAT): £
 Schedule Number: Category Number: Charge (excluding VAT): £
 Schedule Number: Category Number: Charge (excluding VAT): £
 Will a competent electrician, who is registered with a Part P Competent Persons Scheme, carry out and self-certify the electrical installation? YES NO Sub-total: £
 If YES please provide the Trade Association Registration Number if known: VAT: £
 If NO, an additional charge will apply to cover the assessment of the electrical installation. Electrical Works: £
For help or assistance with charges please call 01264 368312 **Total Charge Included with Application:** £

STATEMENT
 This notice is given in relation to the building work as described, and is submitted in accordance with The Building Regulations and the current Test Valley Building Regulation Charges Scheme. I understand that further fees will be payable following the first inspection by the authority for a Full Plans application; and/or if the conditions applicable to discounted charges are not met during the carrying out of the building works
 • I agree to the Council exercising the option to approve the application with conditions if considered appropriate.
 • I 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.
 (Delete as applicable)
 Name: Date: Signature:

SECTION GUIDANCE

1	<p>TYPE OF APPLICATION</p> <p>Full Plans Application - You may use a Full Plans application for any type of work. Full Plans applications benefit from a full check at design stage for compliance with the Building Regulations. You must submit a Full Plans Application if the works involve a building to which the Regulatory Reform (Fire Safety) Order 2005 applies. You should send us two sets of detailed plans showing how the work will meet the regulations.</p> <p>Building Notice Application - Generally suitable for minor works where a competent contractor is used. You may use a Building Notice if:-</p> <p>(a) The work does not involve the construction, extension, or underpinning of a building, which will be over or within 3m of a Public Sewer or Disposal Main.</p> <p>(b) The Regulatory Reform (Fire Safety) Order 2005 does not apply to the building where work is proposed.</p> <p>(c) The work which includes the erection of a building does not front onto a private street.</p> <p>Ideally provide plans or basic sketches to promote understanding of the proposed work and a site location plan. Further details may at our discretion be required at any time during the application and construction process.</p> <p>Regularisation Certificate Application – for work commenced after 1985. Where work has already been carried out but no formal application under the Building Regulations has been made, a regularisation certificate application can be submitted if formal recognition of compliance with the Building Regulations is desired.</p> <p>The owner of the building is under no obligation to submit a Regularisation Certificate Application to the Local Authority; equally the Local Authority is under no obligation to accept a Regularisation Certificate Application, nor having accepted the application issue a Regularisation Certificate unless the work is shown or made to comply with reasonable requirements of the Regulations.</p> <p>For a Regularisation Certificate Application fully detailed plans and documents must be submitted showing how the work complies with the regulations or how it will be altered to ensure compliance. As much detail as possible must be shown. It is almost certain that we will require you to open up the work for inspection where necessary and the applicant must be willing to comply with all such reasonable requests.</p> <p>The making of this Regularisation Certificate Application does not prejudice the enforcement powers contained in the Building Act available to the local authority. Please state the date when the work was carried out as accurately as possible.</p>
2	<p>LOCATION OF BUILDING TO WHICH WORK RELATES</p> <p>Please state the full address of the building or site to which the work relates including name/number, road, parish and postcode.</p>
3	<p>PROPOSED WORK - Briefly describe the proposed works to be undertaken. Please provide the reference number for any Planning Permission obtained in connection with the works. If you are unsure as to whether Planning Permission is required please contact the Planning Department on 01264 368000 or email planning@testvalley.gov.uk</p>
4	<p>USE OF BUILDING</p> <ol style="list-style-type: none">1. State proposed use of building. E.g. dwelling, office, factory etc.2. State existing use of building. E.g. dwelling, office, factory etc.3. State whether the Regulatory Reform (Fire Safety) Order 2005 applies to the building where the work is intended, this includes shops, offices, hotels, hostels for hotel staff, boarding houses, factories and other uses.
5	<p>APPLICANT DETAILS - The applicant is the person on whose behalf the work is being carried out e.g. the owner of the building. All details to be filled in even if there is an agent.</p>
6	<p>AGENT DETAILS - The agent is the person who is carrying out the design work or managing the project on behalf of the applicant. The details of the agent should be completed in this section if an agent is being used. If there is not an agent please mark 'N/A'.</p>
7	<p>CHARGES</p> <p>An application must be accompanied by the appropriate payment for it to be valid. For further details see the Test Valley Borough Council Charges Scheme; the charges guidance notes and standard charges tables. Inspection charges will be invoiced following the first inspection. Please note that all charges are non-refundable.</p> <p>Registered Disabled: Indicate whether the work is to be carried out solely for someone with disabilities, please contact us on 01264 368312 if this is the case.</p> <p>Estimated Cost: Indicate the estimated cost of the works excluding VAT. This would be the amount you would pay a builder to carry out the work.</p> <p>Floor Area: For extensions only, please indicate the floor area of each extension. If all extensions are to be carried out at the same time, please indicate total floor area.</p> <p>Individually Determined: (Where applicable) Where you have obtained an individually determined quote for the charge from Test Valley Building Control, please enter the reference number in the box and the charge excluding VAT. Enter the total including VAT in the 'Total charge included with application' box (see below).</p> <p>Schedule: Please indicate which schedule(s) that you are using to calculate the fee from our 3 fee schedules. <i>New Dwellings Schedules 1 and 1A/ Extensions and Alterations Schedules 2 and 3/ All Non- Domestic Works Schedules 4 and 5</i></p> <p>Category: Please indicate the category number in the schedule that you are using.</p> <p>Charge: Write the charge for that element of works.</p> <p>Sub-total: Please repeat the above for multiple charges, add them together and write in here.</p> <p>VAT: Calculate the VAT at the current rate.</p> <p>Electrical Works: (Domestic works and communal areas of flats) Where electrical works are being carried out by someone registered with a competent persons self certification scheme, please indicate this and enter their registration number (if known). If this is not to be the case an additional charge is to be paid and is indicated on the charges scheme. Please write the relevant additional charge in this box.</p>
	<p>STATEMENT</p> <p>Print your name, sign and date to confirm that all details are correct and to confirm acceptance of the statement.</p>

Test Valley Building Control Consultancy

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