



# Building Regulations

The Building Regulations 2010 (as amended)

Please tick the type of submission

A) Full Plans

B) Building Notice

C) Regularisation Certificate

Please read the notes before completing. Complete on screen and send by e-mail or print and return the completed form to the relevant council. See addresses shown in section 7

## 1 Applicant Details

Title  First Name

Surname

Address

Postcode

Tel:

Email

## 2 Agent Details

Title  First Name

Surname

Address

Postcode

Tel:

Email

## 3 Address/Location of Site *if different from above*

Address of site

Postcode

## 4 Proposed Works (or completed work, for regularisation certificate applications)

Description of works

Intended use of the Building

Describe the mode of drainage for :

a) Surface water  b) Foul water

What is your intended water supply

Please state number of storeys including basement storeys:

Date of commencement (or completion, for regularisation applications) of work:

## 5 Electrical Safety - Dwellings

- a) Does the project involve alterations, additions or an extension to an electrical circuit:  Yes  No
- b) If so, will the electrical work be undertaken by a competent person (see note below) - Y/N? If the answer to this question is 'no', you are advised that a separate application charge must be deposited.

**Note: Electrical Safety: Competent persons are those who are registered with an approved body for the purpose of carrying out electrical works within dwellings. They can only certify that their work has been carried out in accordance with Building Regulations and not that of other person registered or not. The Authority will have to check and test any systems not installed by competent persons as defined for which a further application and charge will be payable. Current approved bodies can be found by following this link: <https://www.gov.uk/competent-person-scheme-current-schemes-and-how-schemes-are-authorised#types-of-building-work>**

## 6 Further information

- a) Do you agree to an extension of time in accordance with Section 16 (12) of the Building Act 1984? Yes  No
- b) Do you agree to the plans being passed subject to conditions where appropriate? Yes  No
- c) Do you require a Completion Certificate following completion of building works? Yes  No
- d) Do you agree to minor amendments being made to the plan on your behalf? Yes  No
- e) Have you applied for Planning permission? Yes  No
- f) Is the building Listed? Yes  No

If yes, please provide ref no:

## 7. Charges (Please see Guidance Notes for Charges.)

If Table A work, please state:

Total number of dwellings:

If Table B work, please state:

Total floor area (measured in m2):

If Table C work, please state:

Estimated cost of building work excluding V.A.T. £

Charges Payable:

a) Plan Charge:

£

+ V.A.T

Total

or

b) Building Notice Charge:

£

+ V.A.T

Total

We can accept payment over the phone if submitting the form and plans electronically.

- Conwy County Borough Council - Building Control Section, PO Box 1, Colwyn Bay, LL29 0GG (01492) 574172  
***building.control@conwy.gov.uk***
- Denbighshire County Council - Caledfryn, Smithfield Road, Denbigh. LL16 3RJ. Tel: (01824) 706717  
***building.control@denbighshire.gov.uk***
- Flintshire County Council - Ty Dewi Sant, St David's Park, Ewloe, Flintshire, CH5 3FF. Tel: (01352) 703417  
***bcadmin@flintshire.gov.uk***
- Gwynedd Council - Council Offices, Shirehall St, Caernarfon LL55 1SH. Tel: (01286) 685012  
***buildingcontrol@gwynedd.gov.uk***
- Isle Anglesey County Council - Council Offices, Llangefni, Anglesey. LL77 7TW. Tel: (01248) 752222  
***BuildingControl@anglesey.gov.uk***
- Wrexham County Borough Council - Planning Department, 16 Lord Street, Wrexham. LL11 1LG. Tel: (01978)298870  
***bc\_admin@wrexham.gov.uk***

## 8 Declaration

This notice is given in relation to the building work as described, is submitted in accordance with Regulation 12(2) and 18 where relevant and is accompanied by the appropriate charge. **I understand that further charges may be payable following the first inspection by the local authority.**

I/we apply for Building Regulations approval as described on this form and any accompanying plans or drawings:

On behalf of:

(Insert applicant's name if the declaration is made by an agent)

Signature:

Date:

*Data Protection Act 1998: The Local Authority is the data controller for the purposes of the Act. The information on this form will be used for the purpose of planning or building control applications and for the preparation of the statutory public register. It may be disclosed to other councils registered under the Act.*

Available in alternative formats

# Charges Tables A - E

Mae'r ddogfen hon ar gael yn Gymraeg hefyd.

[Building.control@conwy.gov.uk](mailto:Building.control@conwy.gov.uk)

[www.conwy.gov.uk](http://www.conwy.gov.uk)

## General Notes

1. The Conwy Council Building Control Charges Scheme is derived from the Local Government Association's Model Charges Scheme, drawn up in accordance with The Building (Local Authority Charges) Regulations 2010, which should be referred to on any point of clarity, or legal interpretation.
2. Before you carry out building work, you must ensure that the necessary Applications / Notices are submitted to the Authority.
3. If you submit a Full Plans Application, the local authority will examine it and normally advise you of any necessary changes required to meet the Building Regulations. Building Control Officers will then inspect the work at various stages during construction.
4. If you submit a satisfactory Building Notice, no accompanying plans will be checked for compliance. However, Building Control Officers will visit the site at additional intervals to determine compliance with the Building Regulations.
5. All charges are subject to VAT (excluding Regularisation, Demolition, and Dangerous Structures charges), and are payable as follows:
  - 5.1 Full Plans Application:
    - a) A Plan Charge, which covers the passing or rejection of the plans, and is payable when the Application is deposited;
    - b) An Inspection Charge, which covers the inspection of work to which the plans relate, and is payable on demand at any time after the first inspection.
  - 5.2 A Building Notice Charge is a once and for all payment irrespective of the number of inspections made by the Building Control Officer which is payable in full when the Application is given to the Authority.
  - 5.3 The Regularisation charge will be 150% of the total plan and inspection charge as set out in the tables of fees. Where the work is outside the scope of the tables, the charge will be individually determined.
  - 5.4 A Reversion Charge is payable on the first occasion the plans are deposited with the Authority.
  - 5.5 Dangerous Structure Charges are payable by the property owner. An initial visit to the property is free but subsequent visits are charged and calculated based on an hourly rate. These charges are in addition to all statutory charges as outlined in Section 77 and 78 of the Building Act 1984. The Building Control unit will invoice all charges.
6. The Application or Notice, as applicable, must be accompanied by the appropriate charge (and, where necessary, a reasonable estimated cost of building work) otherwise it will be deemed as not having been submitted and site work should not commence.
7. In certain cases the Local Authority may agree to charges being paid by instalments. Please consult your Building Control Office for details.
8. Where plans have been either approved or rejected, no further charge is payable on resubmission for substantially the same work.

9. The following submissions are not subject to a charge:

9.1 Insertion of insulating material into an existing cavity wall, providing the installation is certified to an approved standard and an approved installer carries out the work;

9.2 Installation of an approved unvented hot water system where the work is carried out by an approved operative or is part of a larger project;

9.3 Building work to provide access and facilities solely for disabled persons in dwellings and buildings to which the public have access.

10. The amount of charges payable depends on the type of work shown in the following tables A - F. Should you have any difficulties determining the charges, please contact the building control office.

## **11. Guidance Notes for Regularisation Applications**

11.1 One copy of this notice should be completed and submitted with plans and particulars indicating the works carried out.

11.2 A regularisation application must be accompanied by the appropriate fee, which is charged at a rate of the normal fee payable had the works not otherwise already been carried out, **plus 50%**. (VAT. is not payable).

11.3 In accordance with Building Regulation 18 the Council may require an applicant to take such reasonable steps, including laying open the unauthorised work for inspection, making tests and taking samples as the authority think appropriate to ascertain what work, if any, is required to secure compliance with the relevant regulations.

11.2 These notes are for general guidance only, full particulars of a "Regularisation" request are contained in Regulation 18 of the Building Regulations (As Amended), and in respect of fees, in the Building (Local Authority Charges) Regulations 2010.

## **FOOTNOTE**

"the Act" means the Building Act 1984;

"the Approved Inspectors Regulations" means the Building (Approved Inspectors etc) Regulations 2010;

"building" means any permanent or temporary building but not any other kind of structure or erection, and a reference to a building includes a reference to part of a building

"building notice" means a notice given in accordance with regulations 12(2)(a) and 13;

"building work" has the meaning given in regulation 3(1)

"carport" means a building forming a shelter for a vehicle, open on at least two sides;

"cost" does not include any professional fees paid to an architect, quantity surveyor or any other person;

"disabled person" means a person who is within any of the descriptions of persons to whom section 29(1) of the National Assistance Act 1948 applied, as that section was extended by virtue of section 8(2) of the Mental Health Act 1959, but not taking into account amendments made to section 29(1) by paragraph 11 of Schedule 13 to the Children Act 1989.

"dwelling" includes a dwelling-house and a flat;

"estimate" in relation to the cost of carrying out building work, means an estimate, accepted by the local authority, of such reasonable amount as would be charged for the carrying out of that building work by a person in business to carry out such building work (excluding the amount of any value added tax chargeable) and references to "estimated cost" shall be construed accordingly;

"extension" means an extension which has no more than three stories, each basement level (if any) counting as one storey;

"the Principal Regulations" means the Building Regulations 2010 ;

"small domestic building" means a building (including connected drainage work within the curtilage of that building) -  
a) which is used or intended to be used wholly for the purposes of one or more dwellings, none of which has a floor area exceeding 300m<sup>2</sup>, excluding any garage or carport;  
b) which has no more than three storeys, each basement level being counted as one storey, including such a building which incorporates an integral garage or to which is attached a garage or carport or both which shares one or more walls with that building.

**TABLE A – Charges for New Dwellings**

Number of dwellings	Full Plans Application		Building Notice and Reversion Charge	VAT
	Plan Charge	Inspection Charge		
	Net £	Net £		
1	216.00	496.00	854.40	VAT to be added at standard rate to Net figure
2	300.00	600.00	1080.00	
3	420.00	730.00	1380.00	
4	480.00	1020.00	1800.00	
5	600.00	1200.00	2160.00	
6	720.00	1280.00	2400.00	
7	780.00	1420.00	2640.00	
8	840.00	1660.00	3000.00	
9	960.00	1840.00	3360.00	
10	1080.00	1980.00	3672.00	

**Note:** For 10 or more dwellings or if the floor area of a dwelling exceeds **300m<sup>2</sup>** the charge is individually determined.

# TABLE B – Charges for certain small buildings, extensions and alterations to Dwellings

## Interpretation of Table B

(1) Where the work in question comprises or includes the erection of more than one extension to a building used or intended to be used for the purposes of a single private dwelling, the total floor areas of all such extensions will be aggregated in determining the charge payable in accordance with the Table below.

(2) In the Table below:-

- (a) a reference to an "extension" is a reference to an extension which has no more than three-storeys, each basement level counting as one storey; and
- (b) a reference to a dwelling is a reference also to a building consisting of a garage or carport or both which is occupied in common with a house or with a building consisting of flats or maisonettes or both.

Type of Work	Full Plans Application		Building Notice / Regularisation / Reversion Charge	VAT	
	Plan Charge	Inspection Charge			
	Net £	Net £	Net £	VAT	
<b>New Garages</b>					
1. The erection of a detached or attached garage < 40m <sup>2</sup>	132.00	188.83	384.99	<p>VAT to be added at standard rate to Net Figure</p> <p>Regularisation No VAT but +50%</p>	
<b>Extensions / Loft Conversions / Alterations &amp; Other Building Works to Dwellings</b>					
2. Conversion of existing garage to form additional accommodation	132.00	188.83	384.99		
3. Any extension of a dwelling the total floor area of which does not exceed 10m <sup>2</sup> , including means of access and work in connection with that extension.	132.00	256.00	465.60		
4. Any extension of a dwelling the total floor area of which exceeds 10m <sup>2</sup> , but does not exceed 40m <sup>2</sup> , including means of access and work in connection with that extension.	180.00	360.00	648.00		
5. Any extension of a dwelling the total floor area of which exceeds 40m <sup>2</sup> , but does not exceed 60m <sup>2</sup> , including means of access and work in connection with that extension.	200.00	396.00	715.20		
6. Any extension of a dwelling the total floor area of which exceeds 60m <sup>2</sup> , but does not exceed 80m <sup>2</sup> , including means of access and work in connection with that extension.	228.00	522.00	900.00		

7. Conversion of loft space to form additional residential accommodation with a floor area not exceeding 50m <sup>2</sup> .	180.00	360.00	648.00	<b>VAT to be added at standard rate to Net Figure</b>  <b>Regularisation No VAT but +50%</b>
8. Conversion of loft space to form additional residential accommodation with a floor area exceeding 50m <sup>2</sup> .	200.00	396.00	715.20	
9. Installation of a solid fuel appliance			300.00	
10. Replacement Windows and Doors			180.00	
11. Renovation of a single Thermal Element e.g. Replacement roof, Re-render or Replacement floor			200.00	

### Additional Work

**Please note:** When it is intended to carry out additional building work (which is of a type covered by Table C1) on a dwelling **at the same time** as an extension referred to in 3 to 8 above, the charge for the additional work will be reduced by 50% of that we would normally charge.

12. Cost or works between £0 - £5000	72.00	Included in Plan Charge	86.00
13. Cost of works less than £5000 - £10000	55.00	100.00	186.00

### Electrical Installations / Work

14. Electrical wiring in connection with a new extension to a dwelling			350.00
15. New electrical installations to a dwelling under construction or a re-wire of an existing dwelling (Up to max of 5 bedrooms).			350.00

#### Note:

**Electrical Work:** The electrical charges shown above will have to be paid in addition to the standard charge, where a qualified Part P registered electrician does not carry out the electrical work. (A Part P registered electrician is a qualified electrician who also has the necessary building regulations knowledge to enable their accreditation body to certify their work.)

#### Floor Area:

- Is the total floor area calculated by reference to the finished internal faces of the walls enclosing the area, or, if at any point there is no enclosing wall, by reference to the outermost edge of the floor
- The total floor area of any dwelling or extension is the total of the floor area of all the storeys, which comprise that dwelling or extension.

**TABLE C – Charges for other work (work that does not apply to Tables A, or B)**

Estimated Cost of Work £	Full Plans Application				Building Notice / Regularisation / Reversion Charge	
	Plan Charge		Inspection Charge		Net £	VAT
	Net £	VAT	Net £	VAT		
0 - 5000	190.00		Included in Plan Charge		228.00	<b>VAT to be added at standard rate to Net Figure</b>  <b>Regularisation No VAT but +50%</b>
5001 – 10 000	110.00		206.00		379.20	
10 001 – 15 000	135.00		252.00		464.40	
15 001 – 20 000	167.00		298.00		558.00	
20 001 – 25 000	193.00		344.00		644.40	
25 001 – 30 000	219.00		390.00		730.80	
30 001 – 35 000	245.00		435.00		816.00	
35 001 – 40 000	259.00		481.00		888.00	
40 001 – 45 000	271.00		504.00		930.00	
45 001 – 50 000	296.00		550.00		1015.20	

**For contracts over £50,000 please contact Conwy Building Control at [building.control@conwy.gov.uk](mailto:building.control@conwy.gov.uk)**

**TABLE D – Charges for Dangerous Structures**

<b>Table D</b>	<b>Charges for Dangerous Structures</b>
	<b>£78 per hour (First visit / hour is free)</b>

Please Note – Charges for Dangerous Structures are not subject to VAT. Charges are payable by the property owner.

**TABLE E – Charges for Documents and Confirmation Letters**

<b>Table E</b>	<b>Charges for Documents, Advice and Confirmation Letters</b>	
	<b>Category</b>	<b>Charge</b>
	For additional copies of approvals / notices / completion certificates relating to your property	<b>£10 + VAT</b>
	Correspondence to confirm exemption from Building Regulations	<b>£30 + VAT</b>
	Pre-application advice hourly charge (First hour free of charge)	<b>£71.10 + VAT</b>

## Inspection Stages and Information

### Commencement

- **Notice of commencement**

We require written notice at least 2 days before work commences.

### Inspection Stages

1 day written notice before covering up:

- **Excavation for a foundation**
- **Foundations**
- **Any damp proof course**
- **Concrete or other materials laid over a site**
- **Drains and sewers**
- **Structural elements prior to plastering**

Not more than 5 days' written notice after work has been completed:

- **Laid, haunched or covered drainage or sewer**
- **Completion**

### Occupation before completion

As least 5 days' written notice before:

- **Occupation of part or the whole of the building**

Notice period excludes Saturday, Sunday, Bank Holidays or Public Holidays.

Inspection requests should quote:

- ✓ **Building Regulation Approval Number**
- ✓ **Address of the property**
- ✓ **The inspection required.**

Written notice is required for commencement of work, but written or verbal notice will be acceptable for all other stages.

## **To arrange an inspection please call 01492 574172**

Please note that in order to obtain a completion certificate, notice to inspect must be given at all relevant stages of the work.

### **Useful Websites:**

- [www.wales.gov.uk](http://www.wales.gov.uk) – For the Welsh building regulations and information
- [www.submitaplan.com](http://www.submitaplan.com) – Electronic submission of building regulation applications.
- [www.labc.co.uk](http://www.labc.co.uk) – For the latest Local Authority building control news and information.
- [www.ukradon.org](http://www.ukradon.org) – For radon information and maps

## Building Control Contact Information

**Building Control Enquires and Inspections – 01492 574172**

Name	Position	Contact Details	Area Covered
Mr. Jason Gregory	Principal Building Control Officer	Office Number: 01492 574187 Mobile: 07717 543681 E-mail: <a href="mailto:jason.gregory@conwy.gov.uk">jason.gregory@conwy.gov.uk</a>	All Areas

Conwy West			
Mr. Barry Cravetto	Senior Building Control Officer	Office Number: 01492 575971 Mobile: 07540 806131 E-mail: <a href="mailto:barry.cravetto@conwy.gov.uk">barry.cravetto@conwy.gov.uk</a>	West - Llandudno, Deganwy, Llanrhos, Llanfairfechan, Penmaenmawr, Conwy, Llanrwst, Betws – y - Coed, Dolgarrog, Penmachno.
Mr. Ashley Talbot - Roberts	Building Control Officer	Office Number: 01492 575711 Mobile: 07889 011432 E-mail: <a href="mailto:ashley.talbot-roberts@conwy.gov.uk">ashley.talbot-roberts@conwy.gov.uk</a>	West

Conwy East			
Mr. Ashley Hill	Building Control Officer	Office Number: 01492 574735 Mobile: 07907 400574 E-mail: <a href="mailto:ashley.hill@conwy.gov.uk">ashley.hill@conwy.gov.uk</a>	East – Rhos on Sea, Penrhyn Bay, Colwyn Bay, Llysfaen, Mochdre, Llanddulas, Abergele, Penrhyn Bay, Kinnel Bay, Llanfair T.H., Cerrigydrudion.
Mr. Rees Davies	Building Control Officer	Office Number: 01492 545209 Mobile: 07742 811001 E-mail: <a href="mailto:rees.davies@conwy.gov.uk">rees.davies@conwy.gov.uk</a>	East

Name	Position	Contact Details	Area Covered
Miss Sophie Wilkinson	Trainee Building Control Officer	Office Number: 01492 575759 Mobile: 07889 011433 E-mail: <a href="mailto:sophie.wilkinson@conwy.gov.uk">sophie.wilkinson@conwy.gov.uk</a>	All Areas