



# 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, Conwy, LL30 9GN (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 - County Hall, Mold, Flintshire. CH7 6NB. 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

## 4. Regularisation Submissions

- 4.1 One copy of this notice should be completed and submitted with plans and particulars indicating the works carried out. Where Part B (Fire Safety) imposes a requirement in relation to building work, a further copy of the plans should be submitted.
- 4.2 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).
- 4.3 The appropriate fee is dependent upon the type of work carried out. Fee scales and methods of calculation are set out in the Guidance Notes with the application pack.
- 4.4 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.
- 4.5 These notes are for general guidance only, full particulars of a "Regularisation" request are contained in Regulation 18 of the Building Regulations (Amendment) Regulations 2014, and in respect of fees, in the Building (Local Authority Charges) Regulations 2010.
- 4.6 Persons who have carried out the building work or have made a material change of use of a building are reminded that permission may also have been required under the Town and Country Planning Act.
- 4.7 Further information and advice may be obtained from Conwy Building Control Services on 01492 574172

### Regularisation Application Check List

- **Completed Application Form**
- **Net Fee + 50% (VAT not payable)**
- **Set of plans and specifications for the work**

- 1 This 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 Application / 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 Charges (all of which, excluding the Regularisation charge, attract VAT) 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 A **Regularisation Charge** is to cover the cost of assessing your Application for Regularisation Certificate including all the inspections necessary and is payable upon submission of the Application. The Regularisation Charge payable is the amount equal to **150 percent** of the total Building Notice Charge, but excludes VAT.
- 5.4 A **Reversion Charge** is payable on the first occasion the plans are deposited with the Authority.
- 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 do not attract a charge.
  - 9.1 Insertion of insulating material into an existing cavity wall, providing the installation is certified to an approved standard and the work is carried out by an approved installer.
  - 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. Should you have any difficulties determining the charges, please contact the building control office at the address shown on the application form.**

## TABLE A - CHARGES FOR THE ERECTION OF ONE OR MORE SMALL DOMESTIC DWELLINGS

Charges for Table A are to include works of drainage in connection with the erection of a building or buildings, even where those works are commenced in advance of the plans for the building(s) being deposited.

Number of dwellings	Full Plans Application		Building Notice and Reversion Charge	VAT
	Plan Charge	Inspection Charge		
	Net £	Net £	Net £	VAT
1	165.44	307.24	567.22	<b>VAT to be added at standard rate to Net figure</b>
2	236.98	440.10	812.50	
3	304.05	564.66	1042.45	
4	389.00	722.43	1333.72	
5	487.37	905.11	1670.98	
6	567.85	1054.58	1946.92	
7	581.26	1079.49	1992.90	
8	657.27	1220.65	2253.50	
9	728.81	1353.51	2498.78	
10	809.30	1502.98	2774.74	
11	854.01	1586.02	2928.04	
12	934.49	1735.48	3203.96	
13	970.26	1801.91	3326.60	
14	1050.74	1951.38	3626.54	
15	1099.93	2042.72	3771.18	
16	1158.05	2150.67	3970.46	
17	1211.71	2250.32	4154.44	
18	1274.31	2366.57	4369.06	
19	1341.38	2491.13	4599.01	
20	1399.50	2599.07	4798.28	

**Note:** For 21 or more dwellings or if the floor area of a dwelling exceeds 300m<sup>2</sup> the charge is individually determined.

**Over 20 dwellings** an additional Plan Charge for each dwelling of £10.00 Net and on the Inspections an additional charge of £90.00 Net per dwelling.

**Building Notice Charge** for each dwelling over 20 a charge of £100.00 Net.

## **TABLE B - CHARGES FOR CERTAIN SMALL DOMESTIC BUILDINGS, EXTENSIONS, CONVERSIONS AND ALTERATIONS**

### **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 and carports</b>					
1. The erection of a detached or attached Garage with a floor area not exceeding 40m <sup>2</sup> .	<b>89.43</b>	<b>166.07</b>	<b>306.60</b>	<b>VAT to be added at standard rate to Net Figure / Regularisation No VAT but +50%</b>	
<b>Extensions / Loft Conversions / Alterations &amp; Other Building works to Dwellings</b>					
2. Conversion of existing garage to form additional accommodation with a floor area not exceeding 40m <sup>2</sup> .	<b>80.48</b>	<b>149.47</b>	<b>275.94</b>		
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.	<b>89.43</b>	<b>166.07</b>	<b>306.60</b>		
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.	<b>134.14</b>	<b>249.11</b>	<b>459.90</b>		
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.	<b>156.50</b>	<b>290.63</b>	<b>536.56</b>		
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.	<b>187.79</b>	<b>348.76</b>	<b>643.86</b>		
7. Conversion of loft space to form additional residential accommodation with a floor area not exceeding 50m <sup>2</sup> .	<b>156.50</b>	<b>290.63</b>	<b>536.56</b>		
8. Conversion of loft space to form additional residential accommodation with a floor area exceeding 50m <sup>2</sup> .	<b>187.79</b>	<b>348.76</b>	<b>643.86</b>		
9. Replacement Windows and Doors	<b>89.43</b>	Included in Plan Charge	<b>107.32</b>		

10. Renovation of a single Thermal Element e.g. Replacement roof	<b>76.65</b>	<b>Included in Plan Charge</b>	<b>91.98</b>		
<b>Additional Work</b>					
<b>Please note:</b> When it is intended to carry out additional building work (which is of a type covered by Table C1) on a dwelling <b>at the same time</b> 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.					
11. Cost of works less than £1000	<b>51.10</b>	<b>Included in Plan Charge</b>	<b>61.32</b>	<b>VAT to be added at standard rate to Net figure</b>	
12. Cost or works between £1001 - £5000	<b>76.65</b>	<b>Included in Plan Charge</b>	<b>91.98</b>		
<b>Electrical Installations / Work</b>					
13. Electrical wiring in connection with a new extension to a dwelling still under construction with a floor area not exceeding 60m <sup>2</sup> .	<b>204.40</b>	<b>Included in Plan Charge</b>	<b>204.40</b>		
14. New electrical installations to a dwelling under construction or a re-wire of an existing dwelling (Up to max of 5 bedrooms).	<b>255.50</b>	<b>Included in Plan Charge</b>	<b>255.50</b>		
<b>Note:</b> The electrical charges shown above will have to be paid in addition to the standard charge where the electrical work is not carried out by a qualified Part P registered electrician.					

#### **FOOTNOTE**

"the Act" means the Building Act 1984;

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

"building" has the meaning it has in the Principal Regulations;

"building notice" has the meaning it has in the Principal Regulations;

"building work" has the meaning it has in the Principal Regulations;

"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" has the meaning it has in the Principal Regulations;

"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 storeys, 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.

#### **In the Regulations -**

a) the floor area of -

i) any storey of a dwelling or extension; or

ii) a garage or carport,

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;

b) 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.

The standard charges have been based on the basis that all electrical work will be carried out using a qualified Part P registered electrician. The charges for electrical work shown in table B will have to be paid in cases where the electrical work is not carried out by a qualified Part P registered electrician.

A Part P registered electrician is a qualified electrician who also has the necessary building regulations knowledge to enable his accreditation body to certify his work.

These standard charges have been set by the authority on the basis that the building work does not consist of, or include, innovative or high risk construction techniques (details available from the authority) and/or the duration of the building work from commencement to completion does not exceed 12 months.

The charges have also been set on the basis that the design and building work is undertaken by a person or company that is competent to carry out the design and building work referred to in the standard charges tables that they are undertaking. If not, the work may incur supplementary charges.

**TABLE C - WORK OTHER THAN WORK TO WHICH TABLES A AND B APPLY, INCLUDING ALL NON- DOMESTIC WORK**

Estimated Cost of Work £	Full Plans Application				Building Notice / Regularisation / Reversion Charge	
	Plan Charge		Inspection Charge		Net £	VAT
	Net £	VAT	Net £	VAT		
0 – 1000	102.20	<b>Add VAT at standard rate to Net figure</b>	Included in Plan Charge	<b>Add VAT at standard rate to Net figure</b>	122.64	<b>Add VAT at standard rate to Net figure/ Regularisation No VAT but +50%</b>
1001 - 5000	153.30		Included in Plan Charge		183.96	
5001 – 10 000	80.48		149.47		275.94	
10 001 – 15 000	98.37		182.68		337.26	
15 001 – 20 000	116.25		215.90		398.58	
20 001 – 25 000	134.14		249.11		459.90	
25 001 – 30 000	152.02		282.33		521.22	
30 001 – 35 000	169.91		315.54		582.54	
35 001 – 40 000	187.79		348.76		643.86	
40 001 – 45 000	196.74		365.36		674.52	
45 001 – 50 000	214.62		398.58		735.84	
50 001 – 55 000	232.51		431.80		797.17	
55 001 – 60 000	250.39		465.01		858.48	
60 001 – 65 000	268.28		498.23		919.81	
65 001 – 70 000	286.16		531.44		981.12	
70 001 – 75 000	304.05		564.66		1042.45	
75 001 – 80 000	321.93		597.87		1103.76	
80 001 – 85 000	339.82		631.09		1165.09	
85 001 – 90 000	357.70		664.30		1226.40	
90 001 – 95 000	375.59		697.52		1287.73	
95 001 – 100 000	393.47	730.73	1349.04			

**For contracts over £100,000 please contact Conwy Building Control on 01492 574187 who will discuss the project and agree the services and charge.**

## 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.planningportal.gov.uk](http://www.planningportal.gov.uk) - For building regulation and planning information.
- [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 East

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>	East – Rhos on Sea, Penrhyn Bay, Colwyn Bay, Llysfaen, Mochdre, Llanddulas, Abergele, Penrhyn Bay, Kinmel Bay, Llanfair T.H., Cerrigydrudion.
	Building Control Officer		East

### Conwy West

Mr. Wiliam Owen	Senior Building Control Officer	Office Number: 01492 574191 Mobile: 07717 543291 E-mail: <a href="mailto:william.owen1@conwy.gov.uk">william.owen1@conwy.gov.uk</a>	West - Llandudno, Deganwy, Llanrhos, Llanfairfechan, Penmaenmawr, Conwy, Llanrwst, Betws – y - Coed, Dolgarrog, Penmachno.
Mr. David Brown	Building Control Officer	Office Number: 01492 575649 Mobile: 07842 607964 E-mail: <a href="mailto:david.brown2@conwy.gov.uk">david.brown2@conwy.gov.uk</a>	West