



This form is to be used when intending to carry out building work and making an application for **Building Control Approval with Full Plans** if you require a Building Notice, please complete the separate **Building Notice Application** form.

\*(mandatory fields)

**1 APPLICANTS DETAILS\*** (the person who is making the application)

Name:

Address:

Postcode:  Telephone:

Email:

**2 CLIENTS DETAILS\*** (the person for whom the work is being carried out)

Is the applicant a 'Domestic Client'? (a client for whom a project is being carried out which is not in the course or furtherance of a business of that client)

Y/N ☐

Is the client different to the applicant?

Y/N ☐

If Yes, complete the client details below

Name:

Address:

Postcode:  Telephone:

Email:

**3 PRINCIPAL DESIGNERS DETAILS\*** (the lead or sole designer)

Name:

Address:

Postcode:  Telephone:

Email:

**4 PRINCIPAL CONTRACTORS DETAILS\*** (the lead contractor)

Have you appointed a principal contractor? Y/N ☐

If Yes, complete the principal contractors details below.

If No these details must be provided to the Local Authority before the construction phase begins.

Name:

Address:

Postcode:  Telephone:

Email:

**5 LOCATION TO WHICH WORK RELATES\***

Address:

Postcode:

**6 PROPOSED WORK\***

Description:

Estimated cost of works: £

7

**DETAILS OF THE EXISTING BUILDING** (where the work relates to an existing building)

Description:

Current use:

Current use  
of each storey:Height of the existing building: Less than 7.5m ☐ 7.5-11m ☐ 11-18m ☐ Over 18m ☐The current number of storey's: 

8

**DETAILS OF THE PROPOSED USE\***

Proposed use:

(Where the building comprises more than one use type, please enter details of the proposed use of each storey)

Height of the existing building: Less than 7.5m ☐ 7.5-11m ☐ 11-18m ☐ Over 18m ☐The number of storey's in the building after the proposed work: 

9

**FIRE SAFETY ORDER\***Is the building a building to which the Regulatory Reform (Fire Safety) Order 2005 applies or will apply after completion of the building work? **Y/N** ☐

10

**DRAINAGE AND WATER SUPPLY** (if applicable)

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 ☐

11

**BUILDING OVER SEWERS\*** - Is the proposed building within 3m of a public sewer?Yes ☐ No ☐If 'YES', permission from Anglian Water will be necessary and relevant details submitted with this application for building control approval with full plans ([see paragraph H4 Schedule 1](#)). Work should not commence on site until this consultation has been made and a positive response from the Anglian Water has been received.

12

**LOCAL ENACTMENTS**

Provide details of the steps to be taken to comply with any Local Enactments that may apply to the site:

13

**CHARGES\*****Individually assessed** - Please attach a copy of our written quote**Building Work Solely Required by People with Disabilities**Is the work for a Registered Disabled Person? (enter Y if applicable) ☐**Total:****VAT:****Submission Fee:**  
  
Please confirm who should be invoiced for submission fees: Client ☐ Applicant ☐ Principal Designer ☐Please confirm who should be invoiced for inspection fees: Client ☐ Applicant ☐ Principal Designer ☐

14

**COMMENCEMENT OF WORKS\*** - Provide either:The calendar date when it is proposed the work will reach the point when it is to be regarded as commenced (in accordance with regulation [46A \(lapse of building control approval: commencement of work\)](#)),**AND**, where the work does not consist of work to which paragraph (2) or (3) of regulation 46A applies, details of the work which the client considers amounts to 15% of the proposed work.

# Disclaimer and Statement

## DISCLAIMER

The Councils Babergh District Council or Mid Suffolk District Council (BMSDC) will be Data Controller of the information you are providing. That means BMSDC will be responsible for looking after it as required by the Data Protection Act 2018 and will only use the information for performing the Councils function described in this form. Signing this form gives your consent to us using the data for the purposes described in this form. For more information on your rights in regards to your personal information and how to access it, visit our website, either [www.babergh.gov.uk](http://www.babergh.gov.uk) or [www.midsuffolk.gov.uk](http://www.midsuffolk.gov.uk) and click on "Your Right to Information" or call customer services on 0300 1234000 and ask to speak to the Information Governance Officer.

## 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 Babergh and Mid Suffolk Building Regulation Charges Scheme. I understand that further fees will be payable following the first inspection by the authority for a Full Plans application.

- I agree to the Council exercising the option to approve the application with requirements 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 which may be extended upon written agreement.

Applicant

Signature:

Name:

Date:

Where the application is made by someone on behalf of the client, the client must sign below confirming they agree to the application being made and that the information contained in the application is correct.

Client

Signature:

Name:

Date:

# Guidance Notes

## 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 or the work which includes the erection of a building fronts onto a private street.

NOTE - Plans are only full plans if they consist of—

- (a) a description of the proposed building work, renovation or replacement of a thermal element, change to the building's energy status or material change of use;
- (b) the plans, particulars and statements required by paragraphs (1), (1A) and (2) of regulation 13;
- (c) where [paragraph H4 Schedule 1](#) imposes a requirement, particulars of the precautions to be taken in building over a drain, sewer or disposal main to comply with the requirements of that paragraph; and
- (d) any other plans which are necessary to show that the work would comply with these Regulations.

**1** **APPLICANTS DETAILS** –The applicant is the person who is making the application, this could be the same as the client, principal designer, or contractor.

**2** **CLIENTS DETAILS** - The client is the person for whom the work is being carried out. A domestic client is a client for whom a project is being carried out which is not in the course or furtherance of a business of that client. [See Part 2A of the regulations.](#)

**3** **PRINCIPAL DESIGNERS DETAILS** - The principal designer is the lead or sole designer appointed under regulation 11D to perform the duties of a principal designer under The Building Regulations etc. (Amendment) (England) Regulations 2023. [See Part 2A of the regulations.](#)

**4** **PRINCIPAL CONTRACTORS DETAILS** - The principal contractor is the contractor appointed under regulation 11D of The Building Regulations etc. (Amendment) (England) Regulations 2023, and may be any person (including a client, but not a domestic client) who, in the course of a business, carries out, manages, or controls the building work for this project. **These details must be provided to the Local Authority before the construction phase begins.** [See Part 2A of the regulations.](#)

## IMPORTANT INFORMATION – CLIENT APPOINTMENT OF PRINCIPAL CONTRACTOR AND DESIGNER.

If a domestic client fails to appoint, as per [Regulation 11D](#), these roles automatically default as follows:

- The designer in control of the design phase of the project is the principal designer.
- The contractor in control of the construction phase of the project is the principal contractor.

The majority of commercial clients will have the appointments in place, however, if not the client can temporarily take on these roles until appointments are made, as per [Regulation 11D](#).

In all cases the duty holders must be aware of their responsibilities under the new regulations, including the need to provide compliance declarations upon completion of the building work.

**5** **LOCATION OF BUILDING TO WHICH WORK RELATES** - Please state the full address of the building or site to which the work relates including name/number, road, parish and postcode where available.

**6** **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.

**7** **EXISTING USE OF BUILDING** - Where the work consists of work to an existing building, provide a description of the existing building, details of the current use of the building, including the current use of each storey, the height of the building and 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](#).

**8 PROPOSED USE OF BUILDING** - State the proposed use of building (e.g. dwelling, office, factory etc), including the proposed use of each storey, the proposed height of the building and 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](#).

**9 FIRE SAFETY ORDER** - State whether the [Regulatory Reform \(Fire Safety\) Order 2005](#) applies to the existing and/or proposed building where the work is intended, this includes shops, offices, hotels, hostels for hotel staff, boarding houses, factories and other uses.

**10 DRAINAGE AND WATER SUPPLY** – provide details of the:

- Water supply
- Foul water drainage
- Surface water drainage

**11 BUILDING OVER SEWERS** – Should the answer be ‘YES’, permission from Anglian Water will be necessary and relevant details submitted with this application for building control approval with full plans ([see paragraph H4 Schedule 1](#)). Work should not commence on site until this consultation has been made and a positive response from the Anglian Water has been received.

Contact Anglian Water Tel: 0345 60 66 087

Email: [developmentsservices@anglianwater.co.uk](mailto:developmentsservices@anglianwater.co.uk)

**12 LOCAL ENACTMENTS** – Provide details of the steps to be taken to comply with any local enactments that may apply.

**13 CHARGES** - An application must be accompanied by the appropriate payment for it to be valid. For further details see the joint Babergh & Mid Suffolk charges guidance notes. Inspection charges will be invoiced following the first inspection. All fees can be paid online via the Councils website, enter the reference number if known or full location address. Alternatively, you can pay via cheque or we can invoice.

Cheques should be made payable to ‘Babergh District Council’ or Mid Suffolk District Council’ depending on the district dealing with your application.

**Individual Charges:** Applications are individually assessed for charges. You should obtain a quote for the works before making your application. This can be done via the Babergh and Mid Suffolk websites. Insert the fee details from your quote charge boxes. Please ensure that you attach a copy of our written quote.

**Registered Disabled:** Indicate whether the work is to be carried out solely for someone with disabilities. Proof of eligibility for exemption must be provided with the application.

**14 COMMENCEMENT OF WORKS** – Provide details of:

- 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](#))), and
- where the work does not consist of work to which paragraph (2) or (3) of regulation 46A applies, details of the work which the client considers amounts to 15% of the proposed work.

**Note: Not more than five days after the day on which work is to be regarded as commenced (in accordance with regulation 46A) the person carrying out the work must inform Building Control.**

**STATEMENT** - The applicant must print name, sign and date to confirm that all details are correct and to confirm acceptance of the statement. Where the application is made by someone on behalf of the client, the client must also print their name and sign and date the form or:

- a statement is to be attached to the online form signed by the client, or
- a statement is to be sent via email from the client (from their personal email address – not a generic one),

confirming they agree to the application being made and that the information contained in the application is correct.

**Welcome • Witamy • مرحباً • Sveiki**

If you would like this document in another language or format, or if you require the services of an interpreter, please contact us.

Jeżeli chciałby Państwo otrzymać ten dokument w innym języku lub w innym Formacie albo jeżeli potrzebna jest pomoc tłumacza, to prosimy o kontakt z nami.

إذا أردت هذه الوثيقة بلغة أخرى أو بطريقة أخرى، أو إذا كنت بحاجة إلى خدمات مترجم، فنرجو أن تقوم بالاتصال بنا.

Jei pageidaujate gauti šį dokumentą kita kalba ar kitu formatu, arba jei jums Reikia vertėjo paslaugų, kreipkitės į mus.

### Babergh Building Control and Mid Suffolk Building Control

Endeavour House  
8 Russell Road  
Ipswich  
IP1 2BX

General enquiries telephone: 01449 724510  
Inspection requests: 01449 724512  
Email: [building.control@baberghmidsuffolk.gov.uk](mailto:building.control@baberghmidsuffolk.gov.uk)

[www.babergh.gov.uk](http://www.babergh.gov.uk)  
[www.midsuffolk.gov.uk](http://www.midsuffolk.gov.uk)

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