

Sussex Building Control, Park North, North Street
Horsham, West Sussex, RH12 1RL
Telephone: (01403) 215151 Fax: (01403) 215599
Web: www.sussexbuildingcontrol.org Email: building.control@horsham.gov.uk

Building Regulations
Application Number:

*This form should be completed by the owner or agent. PLEASE TYPE OR USE BLOCK CAPITALS.
If the form is unfamiliar, please read the notes on the back.*

1 Applicant's details (see note 1)

Name:

Address:

Postcode:

Tel:

email:

Fax:

2 Agent's details (if applicable)

Name:

Address:

Postcode:

Tel:

email:

Fax:

3 Location of building to which work relates

Address:

Postcode:

Tel:

email:

Fax:

4 Proposed work

Description:

5 Use of Building

1. If new building or extension please state proposed use:

2. If existing building state present use:

3. Is the building to be put, or intended to be put, to a use where the Fire Safety Order applies. YES NO
(see note 7 overleaf for an explanation)

6 Conditions

Do you consent to the plans being passed subject to conditions? (See Note 6)

YES NO

Do you consent to an extension of time if required? (See Note 6)

YES NO

7 Charges (see separate Charges sheet) N.B. When charges are based on estimated cost, a written estimate of the total cost of the work shown on the plans may be required to justify the figures quoted.

Plan charge £ _____ + VAT at 17½% _____ Total £ _____

Estimated cost is £ _____

If proposed work is an extension please specify floor area _____ m²

Cheques to be made payable to Horsham District Council.

8 Statement

This notice is given in relation to the building work as described, is submitted in accordance with Regulation 12(2)(b) and is accompanied by the appropriate charge. I understand that further charges will normally be payable following the first inspection by the Local Authority.

I hereby consent to the Council using any of the information given in accordance with the Data Protection Act 1998.

Data Protection Act 1998.

1. In connection with the permission, consent, approval, financial or other assistance for which this application is made;
2. for the furtherance of any of the Council's statutory purposes;
3. for the purpose of sharing with any of its statutory partners;
4. in connection with the prevention and detection of fraud or evasion of tax; and
5. for the purposes of statutory monitoring or regulatory compliance requirements.

Signature: _____ Date: _____

Notes

1. The applicant is the person on whose behalf the work is being carried out, e.g. the building's owner.
2. Two copies of this notice should be completed and submitted with plans and particulars in duplicate in accordance with the provisions of Building Regulation 14.

Subject to certain exceptions where Part B (Fire Safety) imposes a requirement in relation to proposed building work, two further copies of plans which demonstrate compliance with the requirements should be deposited.

3. Subject to certain exceptions a Full Plans Submission attracts charges payable by the person by whom or on whose behalf the work is to be carried out. Most charges are payable in two stages. The first charge must accompany the deposit of plans and the second charge is payable after the first site inspection of work in progress. This second charge is a single payment in respect of the relevant work to cover all site visits and consultations which may be necessary until it is satisfactorily completed.

Table A prescribes the plan and inspection charges payable for new dwellings. Table B prescribes the charges payable for small alterations and extensions to a dwelling home, and the addition of a small garage or carport. Table C prescribes the charges payable for all other cases.

The appropriate charge is dependant upon the type of work proposed. Charge scales and methods of calculation are set out in the Guidance Notes on Charges which is available on request.

4. Subject to certain provisions of the Public Health Act 1936 owners and occupiers of premises are entitled to have their private foul and surface water drains and sewers connected to the public sewers, where available. Special arrangements apply to trade effluent discharge. Persons wishing to make such connections must give not less than 21 days notice to the appropriate authority.

5. The Regulatory Reform (Fire Safety) Order 2005 reforms the law relating to fire safety in non-domestic premises. Specifically it replaces fire certification under the Fire Precautions Act 1971 with a general duty to take such fire precautions as may be reasonable required to ensure that premises are safe for the occupants and those in the immediate vicinity and a general duty to carry out risk assessment.

Premises where the Fire Safety Order applies

- All non domestic buildings
- Common parts of apartment buildings
- Shared parts of houses in multiple occupation

Note:- Some exclusions apply such as certain mines, vehicles and land forming part of an agricultural or forestry undertaking.

6. Section 16 of the Buildings Act 1984 provides for the passing of plans subject to conditions. The conditions may specify modifications to the deposited plans and/or that further plans shall be deposited. The period within which a decision is made can be extended from 5 weeks to 2 months at the applicant's discretion.
7. These notes are for general guidance only, particulars regarding the deposit of plans are contained in Regulation 14 of the Building Regulations 2000 and in respect of charges, in the Building (Local Authority Charges) Regulations 1998.
8. Persons proposing to carry out building work or make a material change of use of a building are reminded that permission may be required under the Town and Country Planning Acts.
9. Further information and advice concerning the Building Regulations and planning matters may be obtained from your Local Authority.

**If you require this information in an alternative format
contact Sussex Building Control on 01403 215151.**

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Sussex Building Control providing services on behalf of:



a member of:

