



Building Regulation Application Form Notes

1. The applicant is the person on whose behalf the work is being carried out, i.e. the building owner.
2. The correct application form should be completed and submitted together with sufficient plans and specification to determine compliance with the building regulations.

A Building Notice involving a new building or an extension must include a block plan of a scale not less than 1:1250 showing:

- The size and position of the building, or the building as extended and its relationship to adjoining boundaries.
 - The boundaries of the curtilage of the building, or the building as extended, and the size, position, and use of every other building within that curtilage.
 - The width and position of any street on or within the boundaries of the curtilage of the building
 - The provision to be made for the drainage of the building or extension.
3. The Building Notice procedure cannot be used where the work relates to a building to which the Fire Safety Order applies or where you are building within 3m of a public sewer. A Full Plans application must be made.
 4. The Regulatory Reform (Fire Safety) Order 2005 reforms the law relating to fire safety in non-domestic premises. Specifically it replaces fire certification with a general duty to take such fire precautions as may be reasonably 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 include:

- All non-domestic buildings
 - Common areas in apartment buildings
 - Shared parts of houses in multiple occupation
5. The appropriate charge is dependent on the type of work proposed and the method of application. A scale of charges and specific information is set out in the Guides to Building Regulation Charges leaflets which are available from Horsham District Council and Crawley Borough Council offices or on our website.
 - Table A - for new dwellings and conversions to form dwellings
 - Table B - for domestic extensions and alterations
 - Table C - for non-domestic work
 6. For domestic work that includes electrical work the authority will require that you provide certification of satisfactory testing and inspection for all work not carried out under a Competent Persons Scheme. This will incur a fee as outlined in our Guides to Building Regulation Charges leaflets and may also be subject to supplementary charges if suitable certification cannot be provided.
 7. Section 16 of the Building Act 1984 provides for the passing of plans subject to conditions. The conditions may specify modification 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. This is only applicable to Full Plans applications.

8. Data Protection Act 2018 - Data may be used for the following purposes:
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.

You may apply for a copy of any personal information held about you. For further information please write to the relevant Council's Data Protection Officer.

9. The application shall cease to have effect from three years after submission unless the work has commenced before expiry of that period.
10. These notes are for general guidance only. Particulars regarding the deposit of plans or submission of notices are contained within the Building Regulations 2010.

**If you would like this form in an alternative format please contact
Sussex Building Control on 01403 215151**

Sussex Building Control provides
building control services on behalf of:



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