

Building Regulations Application Form

The Building Regulations 2010



Please indicate application type

A) Full Plans Submission
(Any new work)

B) Building Notice
(Domestic new work only)

C) Regularisation
(Existing unauthorised work)

D) Reversion Application

1 Applicants Details

Name

Address

Post Code

Tel.

Email

2 Agents Details

Name

Address

Post Code

Tel.

Email

3 Location of site to which the building work relates

Address of site

Post Code

4 Proposed/Completed works

Description of proposed / completed building work:

5 Fees

Estimated cost of work

Floor area

Previously quoted

6 Declaration

This application is deposited in relation to the building work as described above. It is submitted in accordance with Regulations 12(2) and 18 where relevant and is accompanied by the appropriate charge.*

I understand that further applicable charges (such as inspection fees) may become payable by:

I / we apply for Full Plans Building Regulation Approval / Building Notice Acceptance / Regularisation documents.

Signature

On behalf of

Date

Insert applicants name where the declaration is made by an agent

Important Information

1. You are giving notice of your intention to carry out building work and deposit the attached drawings and other documents as required by the building regulations.
2. In the case of a Building Notice, in accordance with Building Regulation 12 (2) (a) it is your intention to carry out the domestic building work described in Section 3 and 5, of the Building Regulations 2010.
3. In the case of a Full Plans Application, this notice is being given in relation to the building work as described, and is being submitted in accordance with Regulation(2)(b) and is accompanied by the appropriate charge. Please understand that further charges (Inspection Charges) will normally be payable following the first inspection by Fylde Council. By completing and signing this form, the Council accepts that you have consented to the time period for consideration of the application being extended to two months and that, if appropriate, you wish the application to be passed with conditions.
4. In the case of an application for Regularisation, this notice, given in relation to the work described, is submitted in accordance with Regulation 18 and is accompanied by the appropriate charge (and plans where applicable). Please understand that the local authority may require you to take such reasonable steps (e.g. opening up of unauthorised work for inspection, making tests and taking samples) as appropriate, to establish compliance or otherwise.
5. In all cases, the Council may require the submission of further information to show compliance with the Building Regulations.

Privacy Notice

Why we are collecting the data

Fylde Borough Council Building Control provides a number of services which include Building Regulation Approval, Regularisation to existing premises and enforcement to premises which fail to meet Building Regulations.

Secondly administrative and enforcement involvement with dangerous structures and demolition is the responsibility of the department.

In order to carry out these statutory functions it is necessary to process personal data.

With whom we will be sharing the data

Fylde Borough Council Building Control may share data with other government departments and agencies, local authorities and housing associations (and their representative bodies), the local fire and rescue authority and United Utilities in pursuance of the aim of the Building Regulations and associated Building Act 1984.

For how long we will keep the (personal) data.

Your (personal) data will be held for as long as is necessary for the purposes for which it has been collected.

Any personal data will be stored in a secure Fylde Borough Council IT system upon the Building Control and Land Charges system. It will not be transferred to a country outside the European Economic Area or used for any automated decision making.

Your rights, e.g. access, rectification, erasure

Where the data we are collecting is your personal data, you have considerable say over what happens to it.

You have the right:

- a. to see what data we have about you;
- b. to ask us to stop using your data, but keep it on record;
- c. in some circumstances to have all or some of your data deleted or corrected;
- d. to lodge a complaint with the independent Information Commissioner (ICO) if you think we are not handling your data fairly or in accordance with the law.

You can contact the ICO at <https://ico.org.uk/> or telephone 0303 123 1113; and

- e. the right to withdraw consent at any time (where relevant).