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Stronger in partnership

Guidance Note 2:

How to make a Building Regulations Application

You can apply for Building Regulations approval by making either a **Full Plans** application or a **Building Notice** application.

Full Plans application

This is normally the best choice for work that includes: -

- Loft conversions
- New buildings
- Major internal structural alterations
- Large extensions

The benefits of using the Full Plans route: -

- When you submit Full Plans we provide a detailed report identifying what modifications, if any, are needed to comply with the regulations. This report is normally issued within 10 working days of you making the application.
- A formal approval is issued once the proposals comply with the Building Regulations.
- Approved plans should allow builders to give an accurate quotation for the work with no hidden extras.
- Costly delays and abortive work should be avoided when work begins.
- Some financial institutions need to see a Building Regulations Approval Notice before they will consider giving a loan for the work.

How to submit a full plans application

1. Fill in a Full Plans application form;
2. Pay a Plan Charge;
3. Provide detailed drawings and a specification including: -
 - Scaled plans showing both existing and proposed floor layouts and elevations
 - A site location plan
 - Sectional drawings through the proposed work

Building Notice Application

This is normally the best choice for work that includes: -

- Simple structural alterations
- Installing a bathroom
- Drainage alterations
- Re-roofing work
- Small domestic extensions
- Detached garages and outbuildings
- Underpinning work
- Installing a heating appliance and/or a chimney flue
- Thermal element.

Note: A Building Notice application cannot be used in the following situations:

- ◆ For buildings that are subject to the Regulatory Reform (Fire Safety) Order 2005 or Fire Precautions (Workplace) Regulations 1997 this includes: schools, offices, shops, hotels, boarding houses and factories;
- ◆ For buildings over or within 3m of a public sewer; or
- ◆ Where a new building will front onto a private street.

The benefits of using a Building Notice application are: -

- ◆ It allows minor work to start quickly
- ◆ Detailed drawings are not required when making the application. However we may request details at a later stage if necessary.
- ◆ When drawings are provided, they will be checked for compliance with the Building Regulations and a reply will normally be given within 12 working days.

How to submit a Building Notice application

1. Fill in a Building Notice application form.
2. Pay a Building Notice Charge.
3. Include a site location and block plan
4. If the work involves a new building or an extension, submit details of drainage;
5. Include drawings if they have been produced.

Please note the charges for a Building Notice may be higher than a Full Plans application.

When can I start work on site?

You can start work just 2 days after submitting a valid Full Plans application or Building Notice application.

Inspection of work can be arranged by telephoning us on 01895 837296 or by emailing buildingcontrol@southbucks.gov.uk. Inspection can usually be carried out on the same day if you phone before 10am.

Note: A 'day' excludes any Saturdays, Sundays, Bank or Public Holidays.

Completion of work

When work has been inspected and fully complies with the Building Regulations, a formal completion certificate will be issued to the applicant free of charge.

