



Application type: please tick this box if you want **FULL PLANS**

or **BUILDING NOTICE**

Please Return to:

Building Control, Telford & Wrekin Council, PO Box 457, Wellington Civic Offices, Telford,
Shropshire, TF2 2FH (Sat Nav: TF1 1LX)

Tel: 01952 384555

Email: buildingcontrol@telford.gov.uk

*** Required Details (application will not be processed without these)**

Applicants Details

Full Name

Address

Post code:

Tel:

Email:

Agent/Architect Details *(if applicable)*

Full Name:

Address

.....Post code:.....

Tel: *Email

(If provided this will be our method of communication)

Builder/Contractor Details *(if known)*

Full Name:

Address:

.....Post code:.....

Tel:Email

(If provided this will be our method of communication)

Location of Building(s) to which work relates

Address:

Post code:

Proposed Work(s) *

Description:

Has a planning application been made **YES/NO** If Yes App number;

Is this work for a registered disabled person;

Disability Reference Number;

Use of Building *

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

2. If existing building Please state present use.....

Proposed use

3. Is this building intended to be put to a relevant use in accordance with the Regulatory Reform (Fire Safety) Order 2005?

YES / NO

Where your application is related to a building that falls within the scope of the Regulatory Reform (Fire Safety) Order 2005 then you must submit a Full Plans Application and **NOT** a Building Notice.

4. Means of water supply Mains / Borehole / Private

5. Means of drainage Mains / Septic Tank / Other.....

6. Does the work involve the erection of a building fronting onto a private street?

YES / NO

Date of commencement

(If known) Please note at least two working days notice is required

Charges (Please make cheques payable to Telford & Wrekin Council) *

- 1 If Schedule 1 work please state the total number of dwellings: No of dwelling types:
- 2 If Schedule 2 work please state which fee table/category you have selected
a) table.....b) Category.....c)floor area.....
- 3 If Schedule 3 work please state which fee table/category you have selected
a) table.....b) Category..... c)floor area.....

Total estimated cost excluding VAT:

Domestic Electrical Work

Will an electrician registered with a Part P Competent Persons Self-Certifying Scheme, qualified to complete BS7671 installation certificates carry out the electrical works? **YES / NO**

If **NO**, an additional charge of **£180.00 +VAT** is payable

Additional charge included **YES / NO**

If Charge is based on a Fee Quotation Please specify Ref No

Paid by phone, credit/debit card **YES / NO (Telephone 01952 384555 to pay)**

Cheque/Credit/Debit card paid at reception **YES / NO Receipt Number:**

Cheque enclosed (*made payable to Telford & Wrekin Council*) **YES / NO**

Please note Cash payments can not be accepted

Important Note:

On a **full plans** application following the commencement of building work, an invoice will be sent to the Applicant. If the invoice should be sent to an alternative address, please provide the following information:

Title..... First Name *..... Last Name*
Address*.....
.....
Post CodeTel*.....

Statement *

This notice is given in relation to the building work as described, as submitted in accordance with Regulation 12(2)(a or b) and is accompanied by the appropriate charge. I understand that further charges will normally be payable following the first inspection on a full plans application. I agree to an extension of time to two months from the date of receipt of the application and to the plans being passed subject to conditions where appropriate.

Name: Signature: Date:

A **Full Plans Application** should be accompanied by a plan and supporting information together with a block plan, a site location plan and the relevant plan fee based upon the current fee charges for Telford & Wrekin Council. Upon receipt of the application, the plans and supporting information will be appraised for compliance with the Building Regulations and a formal decision notice will be issued to you within the agreed statutory time period of either five or eight weeks.

A Building Notice cannot be used where the proposed work is within 3m of a public sewer, the building is put to a relevant use or is fronting onto a private street.

A **Building Notice Application** should be accompanied by a site location plan, where necessary a drainage plan and relevant fee based up upon the current fee charges for Telford & Wrekin Council. You may submit additional information if you wish. Telford & Wrekin Council also reserves the right to request further information. Unlike the Full Plans approach, a Building Notice does not undergo the formal decision making process. As a result you will not have the benefit of a formal approval. Where the application is related to a building that falls within the scope of the Regulatory Reform (Fire Safety) Order 2005 then you must submit a Full Plans Application and **NOT** a Building Notice. **It is recommended that you only use the Building Notice route if you and your builder have a good understanding of how to achieve compliance with the Building Regulations.**

Charges

See our Building Regulation Charges Guidance for details of our charges and how to calculate them or contact our business support team on 01952 384555 for help and assistance. Please note, if we are not contacted in respect of your application for 5 years, an additional charge of £140.00 +VAT will be applicable to re-open your application. Also, if you require a replacement Completion certificate, a charge is applicable to cover the administration of this service. For more information please visit www.telford.gov.uk.

Private Street (Fronting)

This has the meaning given in section 203(3) and (2) of the Highways Act 1980. Generally it means a street that is not maintainable at the public expense and fronting includes adjoining and is to be construed accordingly, for detailed explanations refer to the Highways Act 1980.

Public Sewers

If a building or extension is within 3m of a public sewer, we may need additional information so that we can consult with the relevant sewage undertaker, you will be told of this as soon as possible.

Relevant Use

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 a 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

Conditions

Conditions may require changes to the plans or ask for extra information.

Extension of Time

An extension of time, gives an extra three weeks for you to answer any queries or to provide any additional information that may be required.

Town and Country Planning

Building work and changing the use of a building may also need permission under the Town and Country Planning Act, to check this or for further guidance contact Development Control on **01952 380380** or email: planning.control@telford.gov.uk

Data Protection

Information held as part of your application is used by the Council to carry out its duties and to manage its services. Personal information is treated with confidentiality but subject to copyright and commercial restrictions, other information may be shared with third parties to provide services or to detect or prevent crime or fraud. Full details of the Council's Freedom of Information Policy and Data Protection may be viewed on the Council's website www.telford.gov.uk or Telephone 01952 382637.

Note: The above are simplified general guidance notes if you would like any further or more detailed information please contact our Business Support team on 01952 384555 or visit our website at www.telford.gov.uk