

NOTES

GENERAL TO ALL APPLICATION TYPES

- 1 The applicant (the person who intends to carry out building work) is the person on whose behalf the work is being / was carried out i.e. the building's owner.
- 2 These notes are for general guidance only. Particulars regarding the deposit of an application are given in Regulations 13, 14 and 18 of the [Building Regulations](#) 2010 and, in respect of fees, in the Building ([Local Authority Charges](#)) Regulations 2010.
- 3 Persons carrying out building work must give the Local Authority at least two days notice of their intention to commence the work.
- 4 Where notifiable electrical work is being undertaken to a domestic property, the electrical installation must be designed, installed, inspected, tested and certified in accordance with BS 7671: 2008 Requirements for Electrical Installations (IEE Wiring Regulations 17th Edition). The following information will be required to satisfy the Regulations:
 1. Details of the "competent person(s)" who will be responsible for the design, installation, inspection, testing and certification of the electrical installation.
 2. An appropriate Electrical Installation certificate signed by a "competent person" submitted to the Local Authority upon completion of the work on site.
- 5 In those circumstances where the proposal may affect drains owned by Northumbrian Water Authority (those beyond the property curtilage and / or serving other properties) NWA should be contacted at www.NWL.co.uk or by phoning 01914196521 prior to work commencing in order that any issues relating to connections, access, protection etc. can be resolved without affecting the progress of work on site.
- 6 Persons proposing to carry out building work or make a material change of use of a building are reminded that permission may also be required under the Town and Country Planning Acts.

FULL PLANS APPLICATION ONLY

- 7 Two copies of this notice should be completed and submitted to the Local Authority with plans and particulars in duplicate in accordance with the provisions of Building Regulation 14.
- 8 Where Part B (Fire Safety) imposes a requirement in relation to proposed building work to commercial buildings, two further copies of plans which demonstrate compliance with the requirement should be deposited.
- 9 Section 16 of the Building Act 1984 provides for the passing of the plan subject to conditions. The conditions may specify modifications to the deposited plans and/or that further plans shall be deposited.
- 10 A Full Plans Submission attracts fees (see below) payable by the person by whom or on whose behalf the work is to be carried out. Fees are payable in two stages:
 1. The first fee must accompany the deposit of plans. This covers the examination of the deposited plans and subsequent issue of a decision notice.
 2. The second fee is payable by invoice after the first site inspection of work in progress. This fee is a single payment in respect of each individual building to cover ALL site visits and consultations which may be necessary until the work is satisfactorily completed, at which time a completion certificate will be issued.

BUILDING NOTICE APPLICATION ONLY

- 11 One copy only of this notice should be completed and submitted to the Local Authority (for work of a domestic nature only) with plans and particulars in accordance with the provisions of Building Regulation 13. A Building Notice cannot be used for work on commercial buildings for which a full plans application will be required.
- 12 The Local Authority may request at any time such plans or information in support of this Building Notice as are necessary for the discharge of their functions in relation to the Building Regulations.
- 13 This Building Notice shall cease to have effect three years from the date it was given to the local authority unless the work has been commenced before the expiry of that period.

- 14 A Building Notice attracts a fee (see below) payable by the person by whom or on whose behalf the work is being carried out. It is payable at the time of submission of the notice. The fee comprises a single payment which covers all necessary site visits until satisfactory completion of the work in accordance with Building Regulations.

REGULARISATION APPLICATION ONLY

- 15 Two copies of this application should be completed and submitted to the Local Authority with plans showing the unauthorised work and any additional work required to be carried out to ensure that the unauthorised work complies with the requirements of the Building Regulations in force at the time the work was carried out.
- 17 In accepting this application, the Authority may require the applicant to take such reasonable steps as they think appropriate to ascertain compliance with the relevant legislation
- 18 A Regularisation certificate application attracts a fee (see below) payable to the person applying for the certificate and is payable at the time of the deposit of the application. The fee does not attract VAT and comprises a single payment which covers any site visits necessary to determine the compliance of the unauthorised work.

FEES FOR ALL APPLICATION TYPES

- 19 The appropriate charge for each application type is dependant upon the type of work proposed. Fee scales and methods of calculation are set out in the Building Control Charges Scheme. All fees are payable to Redcar and Cleveland Borough Council.
- 20 The standard charges for a wide range of domestic and commercial new build, extensions and alterations are listed in the following tables:
Table A Erection of new dwellings or conversions to form dwellings.
Table B Domestic extensions to a single dwelling.
Table C Domestic alterations to a single dwelling.
Table D Erection or extension of certain non domestic buildings.
Table E Alterations to non-domestic buildings.
- 21 If your project is not covered in the tables, it will be necessary for the charge to be individually determined and you should contact Building Control for a quotation.

QUERIES

- 22 If you have any queries or would like to discuss any aspects of a Building Regulation application, please do not hesitate to contact a member of the Building Control team Tel (01287) 612359 email building_control@redcar-cleveland.gov.uk or visit our website redcar-cleveland.gov.uk To access hyperlinks it is first necessary to unlock the form in the menu using (view>toolbars>form>protect form).

FOR OFFICE USE ONLY

	Amount			Initials and Date
	Fee	VAT	Total	
Prescribed Plan Fee				
Receipt (1) No.				
(2) No.				
Payment Complete				
Inspection Fee				