Exeter City Council

Civic Centre

Paris Street

Exeter EX1 1JN

 🕿 01392 265167

 🖂 building.control@exeter.gov.uk

🖰 www.exeter.gov.uk

**BUILDING REGULATIONS APPLICATION**

GUIDANCE NOTES FOR APPLICANTS

1. **TYPE OF APPLICATION**
2. *FULL PLANS*. Detailed drawings should be submitted with the application form and required fee. For a new building or extension a location plan is also required. The Council will examine Full Plans and pass (with or without conditions) or reject them within five weeks or if you agree, two months. If your Full Plans are approved you will be provided with some protection. Once approved, the Council cannot require you to remove or alter work carried out in accordance with the approved Plans.

1. *BUILDING NOTICE*. The Building Notice provides the Council with some essential information about the proposed work and should be submitted with the required fee. For a new building or extension, a location plan is required. A building notice cannot be used for work in connection with commercial premises. The Council may ask you to provide other information, but will not approve or reject a Building Notice or any plans provided with it. Consequently, the protection of a Full Plans approval is not available.
2. *REGULARISATION*. Where unauthorised work has been carried out, (i.e. without a Building Regulations Application being submitted) you may apply for a Regularisation Certificate. This does not apply where the work was carried out before 11 November 1985. The application should be submitted with the appropriate Regularisation Fee. The Council may ask for certain information or drawings and may require parts of the work to be exposed for inspection purposes. Once they are satisfied that the work complies with the Building Regulations a Regularisation Certificate will be issued
3. **NAMES & ADDRESSES**. The Applicant’s full name and address must be included. If someone is making the application on your behalf, their name and address should be provided as ‘agent’. All correspondence will then be sent to the agent.
4. **APPLICATION SITE**. Please provide full postal address where possible of the building or site to which the proposed works relate.
5. **PROPOSED WORK.** Please provide a description of the work, particularly where a Building Notice application is being made.
6. **FEES.** Please refer to the separate scale of fees or contact the Building Control team for advice. An application will not be valid if not accompanied by the appropriate fee. Where estimates of work are required, this should be a reasonable amount as would be charged by a builder for carrying out such work.

Applications should either be accompanied with a cheque made payable to Exeter City Council or card payments can be made by phoning 01392 265167.

NOTES.

* DRAWINGS to be submitted with a Full Plans application (PDFs acceptable by email to building.control@exeter.gov.uk) should be to a recognised scale (for example 1:50 or 1:100) and must clearly show the details of construction, material and fittings to be used and any other information necessary to show compliance with the Building Regulations. Where a location plan is required, it should be to a scale not less than 1:1250 and should show the size, position and relationship of the building to adjoining buildings and boundaries.
* EXEMPTIONS. Certain small buildings and extensions are exempt from the requirements of the Building Regulations. A separate information sheet is available on request. If in doubt, please contact the Building Control Section.
* INSPECTION OF WORK. You are required to give the Council notice before commencement of work and at certain other stages of construction in order that the Council can carry out the required inspections. Details of these are given on the Inspection Request form which will be sent with the Full Plans Approval Notice or the Building Notice acknowledgement letter.
* For details of what we do with the information you provide please visit:

 https://exeter.gov.uk/council-and-democracy/council-information/data-protection/privacy-notices/

**BUILDING REGULATIONS APPLICATION**

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| 1 | **TYPE OF APPLICATION REQUIRED** |
|  | A  | FULL PLANS  |  |  |  |  |
|  | B | BUILDING NOTICE (Works on commercial premises must be FULL PLANS) |  |
|  | C | REGULARISATION (Works already undertaken) |  |  |  |  |  |
|  |  |
| 2 | **FULL NAME AND ADDRESS OF APPLICANT** ……………………………………………………………....... |
|  | ……………………………………………………………………………………………………………………….... |
|  | ……………………………………………………………………………………………………………………….... |
|  | POST CODE ……………………………….. |
|  | TELEPHONE No. …………………………..EMAIL ............................................................................................................................................................  |
|  | **FULL NAME AND ADDRESS OF AGENT** …………………………………………………………………….... |
|  | ……………………………………………………………………………………………………………………….... |
|  | POST CODE ……………………………………. |
|  | TELEPHONE No. ……………………………….EMAIL ............................................................................................................................................................ |
| 3 | **FULL POSTAL ADDRESS OF THE APPLICATION SITE**…………………………………………………… |
|  | ………………………………………………………………………………………………………………………. |
|  | ………………………………………………………………………………………………………………………. |
| 4 | **BRIEF DESCRIPTION OF PROPOSED WORK**………………………………………………………………… |
|  | …………………………………………………………………………………………………………………………. |
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| 5. | **BUILDING USAGE (Commercial application only)** |
|  | 1 | IF NEW BUILDING, PLEASE STATE PROPOSED USE: ………………………………………… |
|  | 2 | IF EXISTING BUILDING, PLEASE STATE PRESENT USE: ……………………………………. |
|  |  |  |
| 6.  | **FEES****A)** Number of New Dwellings .............................................. (Refer to Schedule 1) £..............................**B)** Extension/Loft Conversion - Floor Area ....................m2 (Refer to Schedule 2) £..............................**C)** Garage Conversion/Re-Roof/Replacement Glazing/ (Refer to Schedule 2) £.............................. Electrical Works/New Garage |
|  | **D)** Other Works - Estimated Cost of £.................................. (Refer to Schedule 3) £ ............................. |
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|  | **STATEMENT** |
|  | This notice is given in relation to the building work as described and submitted in accordance with Regulation 12(2)(a) / 12(2)(b) |
|  | Name:…………………………………Signature:……………………………………Date:…………………… |

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