



Directorate of the Environment
Planning Division
Council Offices, Pontllanfraith
Blackwood NP12 2YW
Tel: 01495 226622
Fax: 01495 235013

(For Official Use Only)
Application Number:

Building Act 1984 The Regulations 2000

1 Submission Details
Do you wish to submit a: 'Full Plans' 'Building Notice' 'Regularisation Application' (Please tick)

2 Address where building work is to be carried out
Please read Notes and Guidance section on page three
Address:
.....
Postcode:

3 Full Description of the Work - e.g. Single storey extension to enlarge the lounge
.....
.....
Commencement date if known: No. of storeys:

4 Applicant's Details – Please give the FULL name, postal address and daytime telephone/ fax numbers
Name:
Address:
.....
Post Code: Tel. No.: Fax No.: email:

5 Agent's Details (if applicable) - Please give the person dealing with the project
Name:
Address:
.....
Post Code: Tel. No.: Fax No.: email:

6 Use of building
1. State present use: 2. State proposed use:
State whether the building is to be put to a "designated use" under the Fire Precautions Act 1971:
State whether the building is subject to the Fire Precautions (Workplace) Regulations 1997:
(If "YES" two additional copies of the floor plans will be required)

7 Previous applications
Is this a re-submission for this project? Reference number:
Has planning permission, listed building and/or conservation area consent been applied for? - Ref. number:

8 Prescribed Period - (Full plans submissions only)
The Building Act allows five weeks to give a decision on a 'full plans' submission. Our aim is to process every submission as soon as possible. In some cases we may require more information from you. To allow you time to obtain this information, we suggest that you agree to the extension of the five week period to two month.
It will not delay our processing of your application.
Do you consent to an extension of time? YES/ NO (Delete as applicable)
Signed Dated:

9 Conditions - (Full plans submissions only)
Do you consent to the plans being passed subject to conditions where appropriate? YES / NO (Delete as applicable)

Electrical Installations in dwellings.

Please indicate which of the following methods you intend to use in order to demonstrate that all fixed electrical installation works associated with this application will be designed, installed, inspected and tested in accordance with BS7671:2001 (as amended).

- a) **Competent Person Scheme**
No additional charge (See list of approved schemes in attached guidance note).
- b) **BS7671 certificate**
A qualified competent electrician will certify that the work has been designed, installed, inspected and tested in accordance with BS7671 and provide an Electrical Installation Certificate with associated inspection and testing schedules to BS7671. (N.B. *This option will attract an additional charge of £110.00 + £19.25 VAT = £129.25 over and above the normal application charge identified from the attached charges scheme.*)
- c) **Building Control Body**
Note: this option will attract an additional charge of £220.00 + £38.50 VAT = £258.50 over and above the normal application charge identified from the attached charges scheme based on the cost of the electrical installation works and full cost recovery.
- d) **Don't know**
(N.B. this option will attract an additional charge equivalent to that charged for option c)

Note: Choosing option (a) or (b) at this stage and then reverting to option (c) after work commences will incur a greater charge than if option (c) were chosen now. You may be required to open up completed work for inspection.

See attached guidance note for further information on the requirements of Part P Electrical Safety, what is designated notifiable work, Competent Person Schemes and Exempt works etc.

Charges - Please make cheques payable to Caerphilly County Borough Council

Table A. Dwellings not more than 3 storeys and not more than 300m² in floor area

Number of dwellings For other dwellings use table A1

Table B. Certain domestic extensions, Loft Conversions, Garages/Carport and work

Floor area (m²) (Extensions with floor area over 60m² use table C1)

Table C. Other works based on the full estimated cost

Estimated cost £
(Important - Please provide an estimate to avoid a possible delay with the processing of your submission.)

Additional fees for electrical works where applicable.

(From section 10 above)

Total charges payable

I wish to be considered for disabled person's exemption

Statement

This notice is given in relation to the building work as described, in accordance with Building Regulation 12 (2) (a) (b) and is accompanied by the appropriate payment. I/We understand that further charges may be payable following the first inspection by the local authority.

Name:

.....

Signed:

.....

Dated:

.....

Notes and Guidance

This form will usually be acceptable for submission to any Local Authority in England and Wales.

1. Submission options

You may choose to use the 'Full Plans' or 'Building Notice' option. However the 'Building Notice' option cannot be used where:-

- a) The building is a 'designated use' under the Fire Precautions Act 1971 which includes offices, shops, factories and hotels and/or is a workplace subject to the Fire Precautions (Workplace) Regulations 1997 to enable consultation with the fire authority.
- b) The building work is over or near a public sewer.
- c) The proposed new dwelling fronts onto a private street

The following information should be submitted together with one completed copy of this form and the appropriate fee.

Full Plan Applications:- Full constructional specification and details plus duplicate copies of plans.

Two additional copies of layout plans will be required for work to, or in relation to, buildings subject to the Fire Precautions Act 1971 and/or the Fire Precautions (Workplace) Regulations 1997 to enable consultation with the fire authority.

Building Notice Applications:- In the case of a Building Notice, a site plan and other particulars in accordance with Regulation 1 (20). Additional information may be requested.

2. Address of the site/premises

If a precise address has not yet been allocated please provide an accurate description for location purposes. We will also use this information to determine the location of any public sewers. You cannot build over, or close to, a public sewer without the consent of the Public Water Utility Company.

3. The Party Wall etc. Act 1996

If your proposals involve works to, or near to, a party wall or boundary, The Party Wall etc. Act 1996 may apply to you. Please contact us for a copy of 'The Party Wall etc. Act 1996' explanatory booklet.

4. Completion Certificates

The issuing of a Completion Certificate can only be carried out when electrical safety certificates have been received and the appropriate charge has been paid in full.

5. Drainage Connection

Subject to certain provisions of the Water Industries Act 1991, owners and occupiers of premises are entitled to have their private foul and surface water drains and sewers connected to the public sewers, where available. Special arrangements apply to trade effluent discharge. Persons wishing to make such connections must give not less than 21 days notice to the Authority.

6. Regulations

These notes are for general guidance only; particulars regarding the deposit of Full Plans are contained in Regulation 14 and Building Notice in Regulation 13 of the Building Regulations and, in respect of charges, in the Building (Local Authority Charges) Regulations 1998.

IMPORTANT: PLANS OR NOTICES MUST BE SUBMITTED TO THE COUNCIL UNDER THE BUILDING REGULATIONS AND ANY NECESSARY PLANNING PERMISSION OBTAINED

(If you haven't already done so you are advised to contact
Development Control, Planning Division, C.C.B.C. Council Offices, Pontllanfraith, Blackwood, NP12 2YW.