

## Building Regulations Full Plans Application



The Building Act 1984  
The Building Safety Act 2022  
The Building Regulations 2010

### Building Control

Leicester City Building Control, City Hall, 115 Charles Street, Leicester, LE1 1FZ

Email: [buildingcontrol@leicester.gov.uk](mailto:buildingcontrol@leicester.gov.uk)

Telephone: 0116 454 3160

Website: <https://www.leicester.gov.uk/planning-and-building/building-control-and-regulations/>

### 1 Applicant Details

Title: \_\_\_\_\_ First Name: \_\_\_\_\_

Last Name: \_\_\_\_\_

Address: \_\_\_\_\_

Postcode: \_\_\_\_\_

Telephone: \_\_\_\_\_ Mobile: \_\_\_\_\_

Email: \_\_\_\_\_

### 2 Client Details (where different from the applicant)

Title: \_\_\_\_\_ First Name: \_\_\_\_\_

Last Name: \_\_\_\_\_

Address: \_\_\_\_\_

Postcode: \_\_\_\_\_

Telephone: \_\_\_\_\_ Mobile: \_\_\_\_\_

Email: \_\_\_\_\_

### 3 Agent's details (if applicable)

Is the agent the principal or sole designer?

YES  NO

Where the agent is not the principal or sole designer, this person must be identified in Section 5 of the application form.

Name: \_\_\_\_\_

Company: \_\_\_\_\_

Address: \_\_\_\_\_

Postcode: \_\_\_\_\_

Telephone: \_\_\_\_\_ Mobile: \_\_\_\_\_

Email: \_\_\_\_\_

### 4 Principal (or Sole) Contractor Details

Name: \_\_\_\_\_

Company: \_\_\_\_\_

Address: \_\_\_\_\_

Postcode: \_\_\_\_\_

Telephone: \_\_\_\_\_ Mobile: \_\_\_\_\_

Email: \_\_\_\_\_

## 5 Principal (or Sole) Designer Details

Name:

Company:

Address:

Postcode:

Telephone:

Mobile:

Email:

---

## 6 Location of building to which work relates

Address:

Postcode:

---

## 7 Existing Building

Does the proposal consist of work to an existing building?

YES  NO

If yes, what is the height of the existing building?

metres

How many storeys are in the existing building?

storey(s)

*Note that the number of storeys should be determined in accordance with Regulation 5 & 6 of the Higher-Risk Buildings (Descriptions and Supplementary Provisions) Regulations 2023:*  
<https://www.legislation.gov.uk/ukxi/2023/275/regulation/5/made>  
<https://www.legislation.gov.uk/ukxi/2023/275/regulation/6/made>

Please provide details of the current use of the existing building, including the current use of each storey:

---

## 8 Proposed Work

Description  
of work:

What is the total internal floor area of the proposed work?

metres<sup>2</sup>

What will be the height of the building after the proposed work?

metres

How many storeys will be in the building after the proposed work?

storey(s)

*Note that the number of storeys should be determined in accordance with Regulation 5 & 6 of the Higher-Risk Buildings (Descriptions and Supplementary Provisions) Regulations 2023:*

Please provide details of the intended use of the building after completion of work, including the intended use of each storey:

---

## 9 Commencement of work (Complete 9a or 9b only)

The Building Regulations etc. (Amendment) (England) Regulations 2023 introduce a new definition of 'commencement' of building work for existing and new buildings. This definition of commencement of work must be satisfied within three years of the application for building control approval being submitted to the building control authority.

- 9(a)
- For complex buildings, work is to be regarded as commenced when the foundations supporting the building and the structure of the lowest floor level of that building (but not the other buildings or structures to be supported by those foundations) are completed.
  - Where the work consists of a building that is not complex, or a horizontal extension of a building, work is to be regarded as commenced when the sub-surface structure of the building or the extension including all foundations, basement level (if any) and the structure of ground floor level is completed.

Please provide the date when the work will reach the point when it is to be regarded as commenced in accordance with Regulation 46(A)

- 9(b) Where the work consists of any other building work, work is to be regarded as commenced when 15% of the proposed work is completed. Please provide the details of what the applicant or client considers to constitutes 15% of the work.

---

## 10 Regulatory Reform (Fire Safety) Order 2005 (as amended)

Is the building a building to which the Regulatory Reform (Fire Safety) Order 2005 applies or will apply after completion of the building work? YES  NO

---

## 11 Drainage

Does requirement H4 (Building over sewers) apply to the proposed work? YES  NO

*Requirement H4 applies only to work carried out: (a) over a drain, sewer or disposal main which is shown on any map of sewers; or (b) on any site or in such a manner as may result in interference with the use of, or obstruction of the access of any person to, any drain, sewer or disposal main which is shown on any map of sewers.*

<https://www.stwater.co.uk/building-and-developing/overview/building-over-sewers/>

If yes, please provide details of the precautions to be taken in the building over a drain, sewer or disposal main to comply with the requirements:

---

## 12 Electrical Works (Domestic Only)

This must be completed where 'Notifiable Electrical Work' is to be undertaken in domestic properties. If you are unsure please contact us. Further guidance can be found at <https://electricalcompetentperson.co.uk/Building-Regulations-Explained>

(a) Electrical installation is to be carried out by a Part P registered Electrician. YES  NO  N/A

---

## 13 Charges

Please contact Building Control on 0116 454 3160 for our charges.

All work that falls outside of the scope of the schedule is individually determined. Please call on 01164543160 or email us at [buildingcontrol@leicester.gov.uk](mailto:buildingcontrol@leicester.gov.uk) with details of the proposal for a quote.

The agreed plan check fee should be entered as the charge below and is due on deposit of the application.

The agreed inspection fee will be invoiced to the person indicated as responsible, following the first site inspection at commencement of work.

Charge:	£	VAT:	£	Total:	£
---------	---	------	---	--------	---

---

Who is responsible for payment of the fees?      Applicant or Client       Agent       Contractor

---

## 14 Extension of Time and Conditions (Full Plans application only)

Please tick if you **do not** consent to an extension of time to 2 calendar months.

*A further extension beyond 2 calendar months may be agreed where it is appropriate for the scheme.*

Please tick if you **do not** consent to plans being passed with Requirements where appropriate

---

## 15 Declaration

This application is given in relation to the building work as described, and is submitted in accordance with [Regulation 12\(2\)\(b\)](#)

I understand that further charges may be payable by the applicant following the first inspection by the local authority.

For information on how we may process your personal data, your data protection rights or how to contact our protection officer, please see our Privacy Notice <https://www.leicester.gov.uk/your-council/how-we-work/our-website/privacy/>

### Declaration of the applicant

I / we apply for Building Control Approval with Full Plans as described on this form and as detailed on any supplementary documents.

Name:

Date:

Signature of the applicant:

### Declaration of the client (where the client is not the applicant)

I, the client, confirm I agree to the application being made and that information contained in the application is correct

Name:

Date:

Signature of the client:

The application for building control approval with full plans to inform the local authority of building work., etc is restricted to certain building types. Additional information will also be required to accompany your application, depending upon the work proposed. This form cannot be used for higher-risk building work or stage of higher-risk building work or for work to existing higher-risk buildings. Applications for higher risk buildings can be made here <https://www.gov.uk/guidance/manage-a-building-control-application-for-a-higher-risk-building>

## Notes and Guidance

<b>Section 1</b>	The applicants full name must be included together with the address postcode and contact details to allow us to communicate with you more effectively. The applicant is usually the owner of the property.
<b>Section 2</b>	The client is the person on whose behalf the work is being carried out, this should be completed if the person or company appointing the work is not the applicant. This is more likely relevant to commercial proposals.
<b>Section 3</b>	The agent is the architect, surveyor or other person acting on behalf of the applicant or client. Please note that all correspondence will be sent to the agent if one is appointed.
<b>Section 4</b>	A principal contractor is the <a href="#">contractor</a> with control over the construction phase of a project where they are the sole contractor, or involves more than one contractor. They are appointed in writing by the client ( <a href="#">commercial</a> or <a href="#">domestic</a> ) to plan, manage, monitor and coordinate health and safety during this phase.
<b>Section 5</b>	A principal designer is the <a href="#">designer</a> (as defined in the <a href="#">Regulations</a> ) with control over the pre-construction phase who has the relevant <a href="#">skills, knowledge and experience</a> and where they are an organisation, the organisational capability to carry out all the functions of the role. However, they do not have to carry out actual design work on the project.
<b>Section 6</b>	Please provide the postal address or location (where no building exists) where the proposed work is to be carried out, or describe the site location for new developments.
<b>Section 7</b>	Please confirm if the work relates to an existing building, where you have answered yes, please provide details of the existing building including the height, number of storeys and the current use of each storey in full.
<b>Section 8</b>	Please provide a description of the proposed work. Where the proposal includes an extension please indicate the number of storeys and the elevation (front, side or rear). Please also provide the floor area of the proposed work, height of the building and the total number of storeys of the building after the proposed work and details of the usage of each storey in full.
<b>Section 9</b>	For new builds or extensions to existing buildings, please provide the estimated date in Section 9a that the work will reach the new definition of a commencement.  A complex building is prescribed in the regulations as a building constructed on the same shared foundation plinth or podium as any other building or structure; a building with more than one storey below ground level or a building where its proposed use is primarily that of a public building with capacity for 100 or more visitors. Details should be provided to demonstrate the methodology for calculating capacity when submitting their application.  Where the work consists of any other building work, such as internal alterations, please provided detail in Section 9b of what the applicant or client considers to be 15% of the total work.
<b>Section 10</b>	The Order applies to almost all buildings, places and structures other than individual private homes, including individual flats, however it does apply to common areas in blocks of flats, maisonettes or houses in multiple occupation.
<b>Section 11</b>	Where the proposal is for a new building or an extension to an existing building, please confirm if you are building over or near a public sewer. You may need to confirm with the statutory sewerage undertaker to determine if a sewer will be affected. Where you have answered “Yes” please provide details of any precautions or measures required to protect to the sewer.
<b>Section 12</b>	If the proposal will include ‘Notifiable Electrical Work’ please confirm if the installation will be carried out by a Part P registered electrician. Where no notifiable electrical work is to be carried out you should indicate not applicable.
<b>Section 13</b>	Charges are determined individually and are based on full recovery of our costs for providing the Building Control service.  Full Plans Application <ul style="list-style-type: none"> <li>Plan checking fee – This is due on submission of the application and covers the cost of checking the plans and details submitted to demonstrate compliance with the building regulations.</li> <li>Inspection fee – This is invoiced to the person indicated as responsible in this section and covers the cost of site inspections. (If additional site inspections are required to re-inspect non-compliant work, further charges may apply)</li> </ul> Building Notice/Regularisation Application <ul style="list-style-type: none"> <li>The full application fee is due on submission of the application or immediately after we have confirmed our charges to you.</li> </ul> Payment by debit or credit card can be made by contacting us on 0116 454 3160. Sorry we cannot accept payment by cheque.

<b>Section 14</b>	<p>Under a Full Plans application a decision must be made within 8 weeks of validation where an extension of time is agreed. If you do not consent to an extension of time the application must be determined within 5 weeks of validation unless an extension is later agreed.</p> <p>From the 1<sup>st</sup> of October 2023 a further extension beyond 2 calendar months may be agreed where it is appropriate for the scheme.</p> <p>Section 16 of the Building Act 1984 provides for the passing of plans subject to conditions. The conditions may specify further modifications to the deposited plans and/or that further plans shall be deposited.</p>
<b>Section 15</b>	<p>The declaration should be completed by the person submitting the application.</p> <p>Full Plans applications are to be submitted in accordance with Regulation 12(2) <a href="http://www.legislation.gov.uk/uksi/2010/2214/regulation/12/made">http://www.legislation.gov.uk/uksi/2010/2214/regulation/12/made</a> referring to Regulation 14 <a href="https://www.legislation.gov.uk/uksi/2010/2214/regulation/14/made">https://www.legislation.gov.uk/uksi/2010/2214/regulation/14/made</a> of the Building Regulations 2010 as amended.</p> <p>Where an application is submitted without the appropriate fee, the application shall not be valid until payment is received.</p>