

# ASHFORD BOROUGH COUNCIL

CIVIC CENTRE, TANNERY LANE, ASHFORD, KENT TN23 1PL

Tel: (01233) 330282

E-mail: [building.control@ashford.gov.uk](mailto:building.control@ashford.gov.uk)

## Application for Building Regulations Submission

The Building Regulations 2010

Guidance notes are available on reverse side of form

**Please tick the type of submission** a)  Full Plans Submission b)  Building Notice c)  Regularisation Certificate  
(see guidance note 1)

<b>1</b>	<b>Applicant's details</b> (see guidance note 3) <b>email address:</b> _____ Title: _____ Initial: _____ Surname: _____ Address _____ Postcode: _____ Tel: _____
<b>2</b>	<b>Agent's details</b> (if applicable) (see guidance note 4) <b>email address</b> _____ Name: _____ Address: _____ Postcode: _____ Tel: _____ If you wish to go on our email mailing list to hear about future CPD Seminar events please tick the box <input type="checkbox"/>
<b>3</b>	<b>Location of building to which work relates</b> Address: _____ Postcode: _____ Tel: _____
<b>4</b>	<b>Description of Proposed Work</b>
<b>5</b>	<b>Use of building</b> (see guidance note 5) 1. Please confirm use of any new building or extension: 2. Please confirm use of existing building (where appropriate)
<b>6</b>	<b>Conditions (for full plans applications only)</b> (see guidance note 6) Please tick if you do <b>not</b> consent to plans being passed with conditions <input type="checkbox"/>
<b>7</b>	<b>Extension of Time (for full plans applications only)</b> (see guidance note 7) Your plans will be checked within 15 working days. An extension of time may be required to check amendments where requested. Please tick box if you do <b>not</b> agree to an extension of time <input type="checkbox"/>
<b>8</b>	<b>Fees</b> (our standard charges are available online: <a href="http://ashford.gov.uk/forms-and-fees">ashford.gov.uk/forms-and-fees</a> or call us direct on <b>01233 330282</b> ) <b>Submission fee (including V.A.T)</b> £ _____ (due on submission of the application) <b>For a full plans application please note the inspection fee charge becomes due after the 1st satisfactory site inspection.</b>  Please note that if the works do not fall into any of the categories on our standard charges fee sheet please email <a href="mailto:building.control@ashford.gov.uk">building.control@ashford.gov.uk</a> to obtain a fee quote.
<b>9</b>	<b>Declaration</b> This notice is given in relation to the building work as described, is submitted in accordance with Regulation 12(2) and 18 where relevant and is accompanied by the appropriate charge. <b>I understand that further charges may be payable following the first inspection by the local authority.</b>  I / we apply for Building Regulations approval as described on this form and any accompanying plans or Signature: _____ On behalf of: _____ Date: _____ (Insert applicants name if the declaration is made by an agent)

## Guidance notes

1. **Full plans application** can be used for any type of work, where you require your drawings to be checked and approved. **Building notice** can be used for small domestic works and often no plans are needed however on occasions we may ask for further information i.e. structural calculations depending on the type of works. **Regularisation application** is to be used for retrospective approval of work that was previously carried out without building regulations approval.
2. Ashford Borough Council (ABC) is the data controller for the personal information you provide in this form. ABC's Data Protection Officer can be contacted at [FOI@ashford.gov.uk](mailto:FOI@ashford.gov.uk). Your information will be used to process your building control application and processing is conducted relying upon the GDPR legal basis. Your information may be shared with further third parties if we are required or permitted to do so by law for example, consultation with other regulatory public bodies, or to prevent fraud or the misuse of public funds. Your information will be retained for 15 years. For more information on your rights please see the council's privacy statement <https://www.ashford.gov.uk/>.
3. The applicant is the person who is having the proposed building work carried out.
4. The agent is a person employed by the applicant to submit details of the proposed work. Generally communication from the Council about the application will be with the agent.
5. The intended use of the building or part, i.e. the extension to which the application refers to should be indicated. The number of storeys of new buildings or extension should be stated and where alterations or conversions are proposed the number of storeys in the existing building should be noted.
6. You can agree for your plans to be passed subject to conditions, where for instance certain information/details were not available to you at the time of submission. If you agree to this it is important that any conditions need to be satisfied as soon as possible but no later than when the works starts.
7. Your agreement to extend the period of time for determining your application may assist you when we require amendments/details, to your application.
8. Payment for the inspection charge, where applicable, will be required by the person noted on the form after the first inspection of the work by the Building Control Officer.
9. The initial submission charge payable can be found in the table of charges available separately from Building Control or on our website [www.ashford.gov.uk/forms-and-fees](http://www.ashford.gov.uk/forms-and-fees). If you have any queries regarding our charges please contact us prior to submitting your full plans application.
10. For dwellings, domestic extensions and associated work, 1 copy of the plans and details are required. If the proposed work refers to non-domestic buildings, 2 copies of the plans and details are required to enable us to consult with the Fire Officer. If you are sending applications / plans by email please note only a maximum limit of 10mb or less can be sent electronically.
11. Subject to certain provisions of the Public Health Act 1936 owners and occupiers of premises are entitled to have their private foul and surface water drains and sewers connected to the public sewers, where applicable. Special arrangements apply to trade effluent discharge. Persons wishing to make such connections must give not less than 21 days' notice to the appropriate authority.
12. Planning permission may also be required for the proposed building work or change of use for further information please visit [www.ashford.gov.uk/do-i-need-planning-permission](http://www.ashford.gov.uk/do-i-need-planning-permission).
13. Upon completion of your building work and following a satisfactory final inspection we will provide you with a Certificate of Completion. This certificate is an important document, which can be passed on to future owners of the property as proof that the work meets the requirements of the Building Regulations.

- 14.** You may submit this form and any plans by email to [building.control@ashford.gov.uk](mailto:building.control@ashford.gov.uk) (please note we can only accept a maximum limit of 10MB per email with attachments you may have to split the email accordingly or alternatively you can submit your application on a disc.) We can accept payment over the telephone (**01233 330282**) via debit / credit card.
- 15.** These notes are for general guidance only, particulars regarding the deposit of plans are contained in Regulation 14 of the Building Regulations 2010 and, in respect of fees, in the Building (Local Authority Charges) Regulations 2010.