

Please read these guidance notes to aid in completing the Building Control application forms

The application form should be completed by the person who intends to carry out the building work, or their agent. For additional assistance contact the Building Control team.

A Building Notice must not be used for works to buildings, which are subject to the Regulatory Reform (Fire Safety) Order 2005. (A Full Plan application must be used in this instance).

A Regularisation Form must be used when works have already commenced without prior submission of a required Building Control application. (see notes 12-13 for further information)

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.

1. The applicant is the person on whose behalf the work is being carried out, normally the building owner. **Please provide an email address for applicant and agent if used; correspondence is sent via email where possible.**
2. The agent is any person engaged by the applicant to submit the application form upon his/her behalf.
3. Where the proposed work includes the erection of a new building or extension, plans and details must be submitted for a Full Plan application, and when requested, for all other applications types (in accordance with the provisions of Building Regulation 14). Plan and details when required may include the following:
 - a. Proposed technical drawings.
 - b. Structural calculations.
 - c. A block plan to a scale of not less than 1:1250 showing the size and position of the building, or the building as extended, and its relationship to adjoining boundaries.
 - d. The boundaries of the curtilage of the building, or the building as extended. The relation and use of every other building or proposed building within that curtilage.
 - e. The provision to be made for the drainage of the building or extension.
 - f. Where it is proposed to erect the building, or extension over a sewer or drain shown on the relative map of public sewers, the precautions to be taken in building over a sewer or drain.
4. 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 available. 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.
5. The Regulatory Reform (Fire Safety) order 2005 applies to all premises that are a 'workplace' and imposes a duty on the responsible person to comply with its requirements. A workplace includes any premises or parts of premises, not being domestic premises, used for the purposes of an employer's undertaking and which are made available to an employee as a place of work.

6. Section 16 of the Building Act 1984 provides for the passing of plans subject to conditions. The conditions may specify modifications to the deposited plans and/or that further plans shall be deposited.
7. Your agreement to an extension of time may assist you if any additional information is required.
8. Subject to certain exceptions a Full Plans Submission attracts fees payable in two stages. The first fee must accompany the deposit of plans, the second fee is payable after the first site inspection of work in progress. All other application fees are due with the submission of the application form. Fees are calculated using the cost of works, proposed floor space created and type of works being carried out.

All fees are quoted on the basis that the design and building work is undertaken by a person or company who is competent to do so, and the work from commencement to completion will not exceed 12 months in duration. If these conditions are not met an additional fee may be invoiced. The fee usually covers all necessary site visits until satisfactory completion of the work.

Fee quotes are available on request.

Note: To avoid your application being invalidated you must provide any documentation and ensure all fees are paid when requested.

9. The statement must be completed by either the applicant or agent acting on their behalf.
10. A building control application shall cease to have effect from THREE YEARS after it is given to the local authority unless the work has been commenced before the expiry of that period.
11. An acknowledgment letter will be sent upon receipt of your application. Upon commencement of works or if works are already in progress, you must contact the Building Control Surveyor noted on your letter to arrange a site visit.
12. For Regularisations only, in order to be able to assess whether compliance with the regulations has been achieved, the Authority may require you to open up work. If this is required you will receive a schedule of works to be exposed.

It is important to note that should the Authority after taking all reasonable and practical steps find that they are unable to ascertain compliance with the requirements of the regulations, then a regularisation certificate will not be issued. The Authority is under no obligation under Regulation 18 to accept an application.

13. The Regulations do not provide specifically for a dispensation or relaxation, but they acknowledge that one can be made. Should you wish to apply for dispensation or relaxation of the specific requirement, you should clearly state your reasons for applying, identifying in your opinion the difficulties in meeting that requirement. However, in the case of the Authority disagreeing, there is no provision for appeal to the Department of Environment.

Additional advice

1. Persons proposing to carry out building work, or make a material change to the use of a building are reminded that permission may be required under the Town and Country Planning Acts. For further advice visit: <https://interactive.planningportal.co.uk/>, or contact the Planning Department. Tel: 01843 577150. Email: planning.services@thanet.gov.uk
2. If you are not the freeholder of the property you are carrying out works to, it is advised you seek approval before submitting your application, or commencing works.
3. Building Control does not deal with Party Wall issues. It is the responsibility of the persons carrying out the work to organise any Party Wall Notices/agreements. For further advice visit: <https://labcfreemasonry.co.uk/projects/walls/building-close-to-neighbours-and-the-party-wall-act-etc-1996>