



Building Regulations Submission

The Building Act 1984
The Building Regulations 2010

1 Submission Details

Is this a 'Full Plans Submission' or a 'Building Notice' ? please tick as appropriate

See section note 12

2 The Address of the Site/Premises

Postcode

Approx Age of Property:

3 Full Description of the Work — e.g. Singlestorey extension to enlarge the lounge

Commencement date if known:

4 Applicant's Details — Please give the FULL name, postal address and daytime telephone/fax numbers.

Name:

Address:

Post Code:

Tel:

email:

5 Agent's Details (if applicable) — Please give details of the person dealing with the project.

Name:

Address:

Post Code:

Tel:

email:

6 Use of building — e.g. Dwelling, office or shop

1. State present use:

2. State proposed use:

Please indicate if the building is a 'workplace' that will be subject to provisions of the
Regulatory Reform (Fire Safety) Order 2005

YES NO

If 'YES' two additional copies of the floor plans will be required

See section note 12.1

7 Previous applications

Is this a re-submission for this project?

YES NO

Reference number:

Has planning permission, listed building and/or conservation area consent
been applied for in relation to this scheme?

YES NO

Reference 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 months. **It will not delay our processing of your application.**

Do you consent to an extension of time? YES NO

9 Conditions — (Full Plans Submissions only)

Do you consent to the plans being passed subject to conditions where appropriate ?

YES NO

10 Charges — Please make cheques payable to the appropriate council.

ENCLOSED
CHARGES

Table A. New dwellings up to 300m² in floor area

Number of dwellings For other dwellings use table D

£

Table B. Certain domestic extensions & work

Floor area (m²)

Extensions & Loft Conversions with floor area over 300m² use table D

£

Table C. Stand alone alterations to a single domestic building

£

Table D. Other works based on the full estimated cost

Estimated cost £ Important –Please complete this box to avoid a possible delay with the processing of your submission.

£

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 by the applicant following the first inspection by the local authority.

Name:

Signature:

Date:

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 either the 'full plans' or 'building notice' option. However, the 'building notice' option cannot be used where:

- a) the building is or contained a 'workplace' under the Regulatory Reform (Fire Safety) Order 2005 which includes offices, shops, factories and hotels. With these types of buildings we are required to consult with the fire authority.
- b) the building work is over or near a public sewer. The following information should be submitted together with one completed copy of this form.

Full Plan Applications:- Two copies of detailed plans including full constructional specifications and a site plan. A further two copies of layout plans will be required for work to, or in relation to, buildings subject to the Regulatory Reform (Fire Safety) Order 2005 to enable consultation with the fire authority

Building Notice Applications: In the case of an extension a site plan must be provided. Additional written information may also 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. 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 General Data Protection Regulation (GDPR) and the Data Protection Act 2018.

The **Development Management – Building Regulations** [privacy notice](#) lets you know what we do with the information you give us when you use this service.

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 your local Development Control Office, **before** any work on site is commenced.



Development Management (CH)
Bristol City Council,
PO Box 3399, Bristol BS1 9NE

Bristol City Council

Building Control Charges

The Building (Local Authority Charges) Regulations 2010

Valid from 1st April 2020 vat 20%

Table A		New dwellings (up to 300m ²)							
Number of dwellings	Full plans – staged fees						Full plans total charge Building notice charge		
	Plan charge			Inspection charge			Charge	VAT	Total
	Charge	VAT	Total	Charge	VAT	Total			
1	258.33	51.67	310.00	466.67	93.33	560.00	700.00	140.00	840.00
2	387.50	77.50	465.00	600.00	120.00	720.00	962.50	192.50	1155.00

For projects involving 3 or more dwellings or over 300m², please contact us for advice

Table B		Small domestic buildings, extensions and loft conversions							
Type of work	Full plans – staged fees						Full plans total charge Building notice charge		
	Plan charge			Inspection charge			Charge	VAT	Total
	Charge	VAT	Total	Charge	VAT	Total			
Garages and car ports up to 60m ²	-	-	-	-	-	-	229.17	45.83	275.00
Extensions and loft conversions up to 40m ²	170.83	34.17	205.00	325.00	65.00	390.00	470.83	94.17	565.00
Extensions and loft conversions over 40m ² up to 80m ²	258.33	51.67	310.00	345.83	69.17	415.00	579.17	115.83	695.00
Extensions and loft conversions over 80m ² up to 300m ²	258.33	51.67	310.00	466.67	93.33	560.00	700.00	140.00	840.00

Table C		Stand alone alterations to a single domestic building		
Type of work	Full plans total charge Building notice charge			
	Charge	VAT	Total	
Replacement windows (dwellings only)	141.67	28.33	170.00	
Removal of an internal wall (see notes)	170.83	34.17	205.00	
Alterations to an existing electrical installation (see notes below)	212.50	42.50	255.00	
Conversion of integral garage to habitable room	266.67	53.33	320.00	
Upgrading of an existing thermal element, including re-roofing works and cavity wall insulation	141.67	28.33	170.00	
Installation of micro generation equipment, (solar panels, wind turbines etc) and other low or zero carbon heating technology	141.67	28.33	170.00	
Installation of a solid fuel appliance (wood burning stove etc)	141.67	28.33	170.00	

Table D		Calculation of charges for all other building work							
Total estimated cost of works	Full plans – staged fees						Full plans total charge Building notice charge		
	Plan charge			Inspection charge			Charge	VAT	Total
	Charge	VAT	Total	Charge	VAT	Total			
0 -5000	-	-	-	-	-	-	170.83	34.17	205.00
5001-10000	-	-	-	-	-	-	266.67	53.33	320.00
10001-20000	137.50	27.50	165.00	225.00	45.00	270	337.50	67.50	405.00
20001-30000	175.00	35.00	210.00	283.33	56.67	340	433.33	86.67	520.00
30001-40000	208.33	41.67	250.00	341.67	68.33	410	525.00	105.00	630.00
40001-50000	241.67	48.33	290.00	391.67	78.33	470	608.33	121.67	730.00

For projects with an estimated cost over £50,000 please contact us for advice

General Notes

1. Full Plan - Staged fees

- (a) **First stage** - Plan charge is payable on deposit of submission
- (b) **Second stage** - Inspection charge is invoiced to the applicant after the first inspection.
Note: Staged fees include a £25.00+VAT charge to cover additional administration and invoicing costs.

2. **Full Plan – Total charge** – You can pay both the plan fee and inspection charge at the time of submitting the application (the additional administration charge is not payable).

3. **Building notice charge** is payable when the application is submitted.

4. For fee advice, please contact 0117 9223000.

Table B notes

1. References to floor area relate to the total internal floor area of all storey
2. Where more than one extension is proposed, the floor areas must be added together to determine the charge.

Table C notes

1. For replacement windows in non-domestic buildings the charge is based on the `Total Estimated Cost; Table D.

General Notes

- `Total Estimated Cost` means a reasonable estimate that would be charged by a professional builder but excluding professional (Architects/Surveyors) fees and VAT. No DIY estimates can be accepted. Please enclose a written estimate of the cost of work; otherwise we will not be able to process your application. We may request a more detailed estimate at a later stage to justify any plan charge submitted.
- Disabled persons – some alterations to existing buildings to improve facilities for disabled persons are exempt from charges. For details please contact us.
- Where other building works are being carried out at the same time of works covered by table B, the combined table B and D fees may be reduced. Please contact us for an individually determined charge.
- Where a completed electrical installation fails final testing resulting in a retest a further charge maybe added at £68.50 + VAT
- Removal of an internal wall refers to works to “knock through” one wall e.g. wall between Lounge & Dining room. For more than one wall or significant structural alterations please refer to table D using cost of works
- Refunds or amended invoices will be subject to an additional administration fee of £25 + VAT (except where this is due to an error by Bristol City Council)
- Reversion charges will be individually determined. Please contact us for further details.