



Application for Building Control Approval with Full Plans  
The Building Act 1984  
The Building Regulations 2010 as amended 2023



If your application is regarding works to a High Risk Building under the Building Safety Act 2022 and the Higher-Risk Buildings (Descriptions and Supplementary Provisions) Regulations 2023, you must direct your application to the national Building Safety Regulator: <https://www.gov.uk/guidance/manage-a-building-control-application-for-a-higher-risk-building>

1.	<b>The Address of the Site/Premises:</b>
2.	<b>Approximate age of property:</b>
3.	<b>Full Description of works:</b> e.g. Single storey extension to enlarge the lounge
4.	<b>Commencement date if known:</b>
5.	<b>Applicant's details:</b> Name: Address: Post Code: Tel: Email:
6.	<b>Agent's details if applicable:</b> Name: Address: Post Code: Tel: Email:
7.	<b>Use of building:</b> Present: Proposed:  <b>Will the building be subject to provisions of the Regulatory Reform (Fire Safety) Order 2005 (e.g. flats with communal areas, offices, shops, workplaces etc):</b> Yes: No:
8.	<b>Is this a re-submission for this project?</b> Yes with previous application reference: No:  <b>Has planning permission, listed building and/or conservation area consent been applied for in relation to this scheme?</b> Yes with previous application reference: No:
9.	<b>Prescribed Period:</b> 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.

	<p><b>Do you consent to an extension of time?</b>          Yes:          No:</p>	
10.	<p><b>Further requirements:</b>          Do you consent to the plans being passed subject to further requirements where appropriate?          Yes:          No:</p>	
11.	<p><b>Charges – Please make cheques payable to the appropriate council.</b></p> <p><b>Table A. New dwellings up to 300m2 in floor area</b>          Number of dwellings:          For other dwellings use table D</p> <p><b>Table B. Certain domestic extensions &amp; work</b>          Floor area(m2):</p> <p>Extensions &amp; Loft Conversions with floor area over 300m2 use table D</p> <p><b>Table C. Stand alone alterations to a single domestic building</b></p> <p><b>Table D. Other works based on the full estimated cost</b>          Estimated cost:</p>	<p>£</p> <p>£</p> <p>£</p> <p>£</p>
12.	<p><b>Statement</b>          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.</p> <p>Name:          Signature:          Date:</p>	
13.	<p><b>Notes and guidance</b></p> <ol style="list-style-type: none"> <li>1. This form will usually be acceptable for submission to any local authority in England and Wales. 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</li> <li>2. 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:  <a href="https://www.gov.uk/government/publications/preventing-and-resolving-disputes-in-relation-to-party-walls/the-party-wall-etc-act-1996-explanatory-booklet">https://www.gov.uk/government/publications/preventing-and-resolving-disputes-in-relation-to-party-walls/the-party-wall-etc-act-1996-explanatory-booklet</a></li> <li>3. 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.</li> </ol>	
14.	<p><b>Important:</b> Plans or notices <b>must</b> 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, <b>before</b> any work on site is commenced.</p>	

## Building Regulations 2010 as amended 2023

### Supplementary information required:

Regulation 14 - Applications for building control approval with full plans.

Where the applicant is not the client, the name, address, telephone number and (if available) email address of the client:

Name:

Address:

Telephone:

Email:

Where known at the date of the application, the name, address, telephone number and (if available) email address of the principal contractor (or sole contractor) and the principal designer (or sole or lead designer):

**Principal Contractor (or Sole Contractor)**

Name:

Address:

Telephone:

Email:

**Principal Designer (or Sole or Lead Designer):**

Name:

Address:

Telephone:

Email:

Where the work consists of work to an existing building:

Details of the current use of the building, including the current use of each storey:

The height of the building:

The number of storeys in the building:

**Additional information regarding the description of the proposed work:**

Description of the intended use of the building, including the intended use of each storey:

The height of the building after the proposed work:

The number of storeys in the building after the proposed works:

The provision to be made for the drainage of the building for both foul and storm water:

Where paragraph H4 of Schedule 1 imposes a requirement, the precautions to be taken in the building over a drain, sewer or disposal main to comply with the requirements of that paragraph:

Please provide the following:

(a) The date when it is proposed the work will reach the point when it is to be regarded as commenced E.g. for new build, or new extension to an existing building construction up to ground floor slab level:

Date:

(b) Where the work is for alterations of an existing building E.g. for loft conversion or works to an existing building, details of the work which the client considers amounts to 15% of the proposed work;

*For further guidance please see [Regulation 46A \(lapse of building control approval: commencement of work\) of the Building Regulations 2010 as amended.](#)*

**Bristol City Council**  
**Building Control Charges**  
**The Building (Local Authority Charges) Regulations 2010**  
Valid from 1<sup>st</sup> April 2023 VAT at 20%

Table A		New dwellings (up to 300m2)							
Number of dwellings	Full plans – staged fees						Full plans total charge		
	Plan charge			Inspection charge			Building notice charge		
	Charge	VAT	Total	Charge	VAT	Total	Charge	VAT	Total
1	285.00	57.00	342.00	516.67	103.33	620.00	775.00	155.00	930.00
2	429.17	85.83	515.00	662.50	132.50	795.00	1063.33	212.67	1276.00

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		
	Plan charge			Inspection charge			Building notice charge		
	Charge	VAT	Total	Charge	VAT	Total	Charge	VAT	Total
Garages and car ports up to 60m2	-	-	-	-	-	-	254.17	50.83	305.00
Extensions up to 40m2	188.33	37.67	226.00	359.17	71.83	431.00	520.83	104.17	625.00
Extensions between 40m2 up to 80m2	284.17	56.83	341.00	380.83	76.17	457.00	639.17	127.83	767.00
Extensions over 80m2 up to 300m2	284.17	56.83	341.00	516.67	103.33	620.00	774.17	154.83	929.00
Loft conversion	188.33	37.67	226.00	359.17	71.83	431.00	520.83	104.17	625.00
Loft conversion and an extension up to 300m2	284.17	56.83	341.00	516.67	103.33	620.00	774.17	154.83	929.00

Table C		Stand alone alterations to a single domestic building		
Type of work	Full plans total charge			
	Charge	VAT	Total	
Replacement windows (dwellings only)	157.50	31.50	189.00	
Removal of an internal wall (see notes)	188.33	37.67	226.00	
Alterations to an existing electrical installation (see notes below)	236.67	47.33	284.00	
Conversion of integral garage to habitable room	293.33	58.67	352.00	
Upgrading of an existing thermal element, including re-roofing works and cavity wall insulation	157.50	31.50	189.00	
Installation of micro generation equipment, (solar panels, wind turbines etc) and other low or zero carbon heating technology	157.50	31.50	189.00	
Installation of a solid fuel appliance (wood burning stove etc)	157.50	31.50	189.00	

Table D		Calculation of charges for all other building work							
Total estimated cost of works	Full plans – staged fees						Full plans total charge		
	Plan charge			Inspection charge			Building notice charge		
	Charge	VAT	Total	Charge	VAT	Total	Charge	VAT	Total
0 - 5000	-	-	-	-	-	-	188.33	37.67	226.00
5001 - 10000	-	-	-	-	-	-	293.33	58.67	352.00
10001 - 20000	153.33	30.67	184.00	249.17	49.83	299.00	376.67	75.33	452.00
20001 - 30000	192.50	38.50	231.00	315.00	63.00	378.00	481.67	96.33	578.00
30001 - 40000	231.67	46.33	278.00	376.67	75.33	452.00	577.50	115.50	693.00
40001 - 50000	266.67	53.33	320.00	433.33	86.67	520.00	674.17	134.83	809.00

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.

### Table B notes

1. References to floor area relate to the total internal floor area of all storeys

2. Where more than one extension is proposed, the floor areas must be added together to determine the charge. This does not include loft conversions which attracts an independent fee as noted.

### Table C notes

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

- 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 £71.84 + VAT
- Removal of an internal wall refers to works to “knock through/removal” of 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.

### Tall Buildings from October 2023:

Charge to the Building Safety Regulator for supporting MDT on HRBs: £83.60+VAT per hour

### Regularisation charges

The fee levied for retrospective Building regulations approval is the equivalent **total charge including VAT charge** for each type of works as per the table above; however, the actual fee does not attract VAT.

For further details please contact 0117 922 3000 or email [building.control@bristol.gov.uk](mailto:building.control@bristol.gov.uk)