

Building Regulations Building Notice



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

Building Control Services

North West Leicestershire District Council, PO Box 11051, Coalville, LE67 0FW

Email: building.control@nwleicestershire.gov.uk
Telephone: 01509 634757 / 01509 634924
Website: https://www.nwleics.gov.uk/pages/building_control

1 Applicant Details

Title: _____ First Name: _____
Last Name: _____

Address: _____

Postcode: _____

Telephone: _____ Mobile: _____

Email: _____

2 Agent's details (if applicable)

Is the agent the principal or sole designer? YES ☐ NO ☐

Name: _____

Company: _____

Address: _____

Postcode: _____

Telephone: _____ Mobile: _____

Email: _____

3 Location of building to which work relates

Address: _____

Postcode: _____

4 Proposed Work

Description
of work: _____

What is the total internal floor area of the proposed work? _____ metres²

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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/>

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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 ☐

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Charges

Our charges are based on the published fees and charges schedule found on our website at https://www.nwleics.gov.uk/pages/building_regulation_charges

All work that fall outside of the scope of the schedule is individually determined. Please call on 01509 634757 or email us at building.control@nwleicestershire.gov.uk with details of the proposal for a quote.

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

Charge:	£	VAT:	£	Total:	£
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Who is responsible for payment of the fees?

Applicant or Client ☐ Agent ☐ Contractor ☐

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Declaration

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

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

For information about how & why we may process your personal data, your data protection rights or how to contact our data protection officer, please view our Privacy Notice https://www.nwleics.gov.uk/pages/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:

The use of a building notice 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

Section 1	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.
Section 2	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.
Section 3	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.
Section 4	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.
Section 5	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.
Section 6	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.
Section 7	<p>Charges are determined individually and are based on full recovery of our costs for providing the Building Control service.</p> <p>Full Plans Application</p> <ul style="list-style-type: none"> 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. 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) <p>Building Notice/Regularisation Application</p> <ul style="list-style-type: none"> The full application fee is due on submission of the application or immediately after we have confirmed our charges to you. <p>Payment by debit or credit card can be made by contacting us on 01530 454692 or 01509 634724. Sorry we cannot accept payment by cheque.</p>
Section 8	<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) http://www.legislation.gov.uk/uksi/2010/2214/regulation/12/made and Regulation 14 https://www.legislation.gov.uk/uksi/2010/2214/regulation/14/made 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>