

# Building Regulations FULL PLANS Application Form

This form should be completed by the owner (applicant) or agent and sent to the address on the back of this form. Please type or use block capitals. If you are unfamiliar with this form please refer to the 'Building Regulation Application Form Notes' leaflet which can be downloaded as a PDF from our website or collected from the Horsham District Council or Crawley Borough Council offices.

1	<p><b>Applicant's Details</b> <i>(see note 1)</i></p> <p>Name: .....</p> <p>Organisation: .....</p> <p>Address: .....</p> <p>..... Postcode: .....</p> <p>Phone: ..... Email: .....</p>
2	<p><b>Agent's Details</b> <i>(if applicable)</i></p> <p>Name: .....</p> <p>Organisation: .....</p> <p>Address: .....</p> <p>..... Postcode: .....</p> <p>Phone: ..... Email: .....</p>
3	<p><b>Location of building to which work relates</b></p> <p>Address: .....</p> <p>..... Postcode: .....</p>
4	<p><b>Proposed Work</b></p> <p>Description of the work:</p> <p>.....</p> <p>.....</p> <p>.....</p> <p>Is this a re-submission?      Yes <input type="checkbox"/>      No <input type="checkbox"/></p> <p>If yes, what was the original Building Regulations Application Number? .....</p> <p>Has Planning Permission been applied for?    Yes <input type="checkbox"/>      No <input type="checkbox"/>      Not applicable <input type="checkbox"/></p> <p>If yes, what is your Planning Reference Number? .....</p>
5	<p><b>Use of Building</b></p> <p>Does this application concern a new building?    Yes <input type="checkbox"/>      No <input type="checkbox"/></p> <p>Present Use: .....</p> <p>Proposed Use: .....</p> <p>When the building is in use, will it be subject to the Fire Safety Order?    Yes <input type="checkbox"/>      No <input type="checkbox"/>      Don't Know <input type="checkbox"/></p> <p><i>(see note 4 for an explanation)</i></p>

6	<p><b>Charges</b> <i>(see note 5)</i></p> <p><b>Table A – New Dwellings</b>                      Total Fee £                      No. of Dwellings:</p> <p><b>Table B – Domestic extensions / Alterations</b>                      Total Fee £                      Floor Area: Estimated Cost:</p> <p><b>Table C – Non-domestic work</b>                      Total Fee £                      Floor Area: Estimated Cost:</p> <p>Does the application cover multiple works?    Yes <input type="checkbox"/>                      No <input type="checkbox"/> <i>(Works must be undertaken at the same time to claim any fee reduction)</i></p> <p>What is the total value of this work? .....</p> <p>How are fees for this application to be paid?    Cheque <input type="checkbox"/>                      Card <input type="checkbox"/>                      Other <input type="checkbox"/> <i>(Please make cheques payable to Horsham District Council)</i></p> <p>Who should we send the 'Inspection Charge' invoice to?</p> <p style="padding-left: 40px;">Agent <input type="checkbox"/>                      Applicant <input type="checkbox"/>                      Other <i>(please provide name and address)</i> <input type="checkbox"/> .....</p> <p style="padding-left: 40px;">.....</p> <p style="padding-left: 40px;">.....</p> <p style="padding-left: 40px;">.....</p>
7	<p><b>Domestic Electrical Work</b> <i>(to be completed for all domestic applications that include electrical work)</i></p> <p>Will a competent electrician, who is registered with a Part P self-certification scheme, carry out the electrical installation work?                      Yes <input type="checkbox"/>                      No <input type="checkbox"/> <i>(If NO, see note 6)</i></p>
8	<p><b>Conditions</b> <i>(see note 7)</i></p> <p>Do you consent to the plans being passed subject to conditions where appropriate?    Yes <input type="checkbox"/>                      No <input type="checkbox"/></p> <p>Do you consent to the statutory decision period being extended to 2 months?                      Yes <input type="checkbox"/>                      No <input type="checkbox"/></p>
9	<p><b>Additional Information</b></p> <p>Are you claiming an exemption from charges on behalf of a disabled person?    Yes <input type="checkbox"/>                      No <input type="checkbox"/></p> <p>If YES please complete the Disability Eligibility Declaration which can be downloaded from our website or collected from reception at Horsham District Council or Crawley Borough Council. If you would like us to post you a copy please call the Building Control Team on 01403 215151 or email <a href="mailto:info@sussexbuildingcontrol.org">info@sussexbuildingcontrol.org</a></p>
10	<p><b>Statement</b></p> <p>This notice is given in relation to the building work as described, it is submitted in accordance with Regulation 12(2)b and is accompanied by the appropriate charge. I understand that further charges will normally be payable following the first inspection by the local authority and, I accept that a supplementary charge may be payable if the work undertaken by the local authority exceeds the amount of work quoted for within the determined charge.</p> <p>In accordance with Regulation 14(5) I hereby give notice that I require a completion certificate to be provided in accordance with Regulation 17.</p> <p>I hereby consent to the Council using any of the information given in accordance with the Data Protection Act 1998.</p>
11	<p><b>Signature</b> .....</p> <p>Name: .....                      Date: .....</p>

**If you would like this form in an alternative format please contact  
Sussex Building Control on 01403 215151**

Sussex Building Control provides building control services on behalf of:



**Horsham District Council**



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