

Applications for Building Control Approval with Full Plans Guidance

In accordance with the revised Regulations, for any full plans application received after 1 October 2023, we will need the following additional information.

- Confirmation of who the client is and whether the applicant is the client. If not the applicant, details of the client are to be provided.
- If known, 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).
- For full plans applications confirm:
 - that the application is an application for building control approval with full plans given under regulation 12(2)(b); and
 - as to whether the building is a building to which the Regulatory Reform (Fire Safety) Order 2005 applies or will apply after completion of the building work.
- Where the work consists of work to an existing building, a description of the existing building including:
 - details of the current use of the building, including the current use of each storey; and
 - the height of the building; and
 - the number of storeys in the building as determined in accordance with regulation 6 of the Higher-Risk Buildings (Descriptions and Supplementary Provisions) Regulations 2023.
- Description of the proposed work, including:
 - details of the intended use of the building, including the intended use of each storey; and
 - the height of the building after the proposed work; and
 - the number of storeys in the building after the proposed work as determined in accordance with regulation 6 of the Higher-Risk Buildings (Descriptions and Supplementary Provisions) Regulations 2023; and
 - the provision to be made for the drainage of the building; and
 - 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; and
 - the steps to be taken to comply with any local enactment that applies.

- Commencement of work - a statement setting out:
 - the date when it is proposed the work will reach the point when it is to be regarded as commenced in accordance with regulation 46A (lapse of building control approval: commencement of work); and
 - where the work does not consist of work to which paragraph (2) or (3) of regulation 46A applies, details of the work which the client considers amounts to 15% of the proposed work.
- Confirmation the relevant duty holders are able to demonstrate their competency as per Part 2A of the Regulations as amended.

- An application for building control approval with full plans must be accompanied by:
 - copies of the full plans; and
 - where the application is made by someone on behalf of the client, a statement signed by the client confirming they agree to the application being made and that the information contained in the application is correct.
 - if the work involves the creation of one or more dwellings, information regarding compliance with Part R including a completed connectivity plan.
- Plans are only full plans if they consist of:
 - a description of the proposed building work, renovation or replacement of a thermal element, change to the building's energy status or material change of use; and
 - the plans, particulars and statements required by paragraphs (1), (1A) and (2) of regulation 13; and
 - where paragraph H4 of Schedule 1 imposes a requirement, particulars of the precautions to be taken in building over a drain, sewer or disposal main to comply with the requirements of that paragraph; and
 - any other plans which are necessary to show that the work would comply with these Regulations.

Failure to provide the above information at the time of submission of the application may result in a delay in validation of the application, and checking of plans, or a rejection of the application.

Definitions (additional guidance documents are available):

- **Client** means any person for whom a project is carried out.
- **Domestic Client** means a client for whom a project is being carried out which is not in the course or furtherance of a business of that client.
- **Designer** means any person (including a client, contractor or other person referred to in Part 2A of these Regulations) who in the course of a business—
 - (a) carries out any design work; or
 - (b) arranges for, or instructs, any person under their control to do so.
- **Contractor** means any person (including a client, but not a domestic client) who, in the course of a business, carries out, manages or controls any building work.
- **Regulation 46A (2)** Where the work consists of the construction of a complex building, work is to be regarded as commenced in relation to that building or the first stage of building work for that building when the foundations supporting the building and the structure of the lowest floor level of that building (but not the other buildings or structures to be supported by those foundations) are completed.
- **Regulation 46A (3)** Where the work consists of—
 - (a) the construction of a building and paragraph (2) does not apply; or
 - (b) horizontal extension of a building,work is to be regarded as commenced when the sub-surface structure of the building or the extension including all foundations, any basement level (if any) and the structure of ground floor level is completed.