

Building Regulation Application Form

The Building Act 1984 / The Building Regulations 2010



Please read the guidance notes before ticking the appropriate box:

Full Plans Application Building Notice Reversion (application cancelled by Approved Inspector) Regularisation (retrospective application)

If regularisation, when were works started _____

If a re-submission, please quote previous reference number **1 Applicant's details**Title: _____ Name: _____
Address (inc post code): _____**Agent's details – if applicable**Name: _____
Company name and full address: _____

Phone: _____

Email: _____

Phone: _____

Email: _____

Your ref: _____

2 Address of Building (including post code)**3 Description of work to be carried out**

Use of Building: (e.g. Dwelling, Office, Shop etc) Existing: _____

Proposed: _____

4 Charges (see our scale of charges and the inspection charge declaration below)

Estimated cost of work: £ _____

Floor area of extensions and non-domestic new build (m²): _____ Number of new dwellings/flats: _____

Plan charge (Including VAT): £ _____

Inspection charge (Including VAT): £ _____

Payment Method: Online: (www.cornwall.gov.uk/pay-it/) Telephone (01872 224792)

Please note, payments made by card may show as two transactions on your bank statement.

Payment is required to make the application valid.**5 Services**

What sort of storm drainage is proposed? _____

Sewer / soakaway / watercourse / other

What sort of foul drainage is proposed? _____

Sewer / septic tank / cesspool / other

6 Have any of the following been submitted as part of a related planning application?

Mining report Y / N Contaminated Land report Y / N Percolation test results Y / N

Planning Reference Number if applicable

If full plans do you agree to a conditional approval if appropriate Y/N

Do you agree to the application determination date being extended to two months if required Y / N

7 Electrical Installations

Will any electrical installations be carried out by: -

1. An electrician registered with a competent persons self-certification scheme Y / N

2. An electrician qualified to sign a BS7671 design, installation and testing certificate Y / N

8 Statement

This notice applies to the building work described above and meets the requirement of regulation 12(2) (a)(b) or regulation 21. I enclose the correct payment and confirm that the person named in section 1 above is aware that where a full plans application is made, they may have to pay an inspection charge after the first site inspection. I also understand that a completion/regularisation certificate (as appropriate) will be issued on satisfactory completion/regularisation.

Name: _____ Signature: _____ Date: _____

Please make your application using the following: Online: www.cornwall.gov.uk/buildingcontrol

Email: buildingcontrol@cornwall.gov.uk Tel: 01872 224792 (for telephone applications and application payments by card)

Notes:

1. The applicant is the person on whose behalf the work is being carried out, usually the building owner.
2. Generally, 2 copies of the plans and details should be submitted, although for non-domestic buildings where consultation with the fire authority is required, 3 copies of all drawings and details will be required when submitting a '**Full Plans**' application. This requirement includes flats with common area. Electronic applications are encouraged.
3. A '**Building Notice**' application **cannot** be used for work to non-domestic buildings, any type of dwelling let as holiday accommodation, flats which have common areas or where the works involve building over or within 3 metres of the public sewer on any building.
4. The fee is dependent on the type of work proposed; please see our separate fee guidance. You may be able to be considered for a 'disabled persons' exemption.
5. Anyone proposing to carry out building works is reminded that separate permission under The Town & Country Planning Acts may also be required.
6. Prior to starting work on site, a notice of commencement is required by the Council.
7. Further information and advice in respect of Building Regulations can be obtained from Cornwall Council Building Control; please contact us on 01872 224792.
8. Mining - There has been mineral mining in Cornwall in the past. It is the responsibility of the applicant to find out whether there has been any mining activity in the area and if it will affect the structural stability of the building. We may ask for a copy of this information.

Checklist:

Application checklist – Have you done the following?	
1	Filled in all parts of the form?
2	Provided a site location plan, including boundaries?
3	Where full plans application, provided detailed plans and specifications?

PRIVACY NOTICE – (Building Control Applications):

Who will control my data?

The Data Controller for all the information you provide on this form is Cornwall Council, New County Hall, Treyew Road, Truro TR1 3AY. Data Protection Registration Number: Z1745294.

There's something I don't understand

If you need help in understanding or completing this form, please contact the Building Control registration team on telephone number 01872 224792 or by emailing buildingcontrol@cornwall.gov.uk

How we will use the information about you

Cornwall Council is required under The Building Act 1984/The Building Regulations 2010 (as amended) to enforce the Building Regulations and associated legislation.

Who else will we share your information with?

We will only use this information in conjunction with your building regulations application. This may include consultation with South West Water for sewer related enquiries and the Chief Fire Officer at Cornwall Council for fire regulation purposes. Demolition notifications will be shared with the Statutory Undertakers as specified on the application form.

How will we look after your data?

Your data will be held within Cornwall Council's secure network and premises and will not be processed outside of (the UK/the EEA). Access to your information will only be made to authorised members of staff who are required to process it for the purposes outlined in this privacy notice.

How long will you keep this information for?

15 years from the date of completion of works.

What are my data rights?

Your personal information belongs to **you** and you have the right to:

- be informed of how we will process it
- request a copy of what we hold about you and in commonly used electronic format if you wish (if you provided this to us electronically for automated processing, we will return it in the same way)
- have it amended if it's incorrect or incomplete
- have it deleted (where we do not have a legal requirement to retain it)
- withdraw your consent if you no longer wish us to process
- restrict how we process it
- object to us using it for marketing or research purposes
- object to us using it in relation to a legal task or in the exercise of an official authority
- request that a person reviews an automated decision where it has had an adverse effect on you

How do I exercise these rights?

If you would like to access any of the information we hold about you or have concerns regarding the way we have processed your information, please contact: Data Protection Officer, Assurance, Cornwall Council County Hall, Truro, TR1 3AY, Tel: 01872 326424 Email: dpo@cornwall.gov.uk

I don't agree with something

We would prefer any complaints to be made to us initially so that we have the opportunity to see if we can put things right. However, if you are unhappy with the way we have processed your information or how we have responded to your request to exercise any of your rights in relation to your data, you can raise your concerns direct with the Information Commissioner's Office Tel No. 0303 123 1113 <https://ico.org.uk/make-a-complaint/>

Why do you need my information?

You have applied for Building Regulations consent therefore we require the information you have provided to process and decide your application. Without the information we will not be able to provide you with this service.