

# BUILDING REGULATIONS SUBMISSION

# LOCAL AUTHORITY BUILDING CONTROL



MERTHYR TYDFIL  
County Borough Council  
Cyngor Bwrdeistref Sirol  
MERTHYR TYDFUL

The Building Act 1984  
The Building Regulations 2010

MERTHYR TYDFIL COUNTY BOROUGH COUNCIL

Unit 5, Triangle Business Park, Pentrebach, Merthyr Tydfil, CF48 4TQ

Building Regulations Plan No:

*This form is to be filled in by the person who intends to carry out building work or the agent. If the form is unfamiliar please consult the office indicated above. Please type or use block capitals.*

1

## Submission Details

Do you wish to submit a

'Full Plans'

'Building Notice'

'Regularisation'

*Please tick as appropriate*

2

## Applicants Details – Please give Full name, postal address and daytime telephone/fax number

Name: \_\_\_\_\_

Address: \_\_\_\_\_

Postcode: \_\_\_\_\_

Tel: \_\_\_\_\_

Fax: \_\_\_\_\_

Email: \_\_\_\_\_

3

## Agents Details (if applicable)

Name: \_\_\_\_\_

Address: \_\_\_\_\_

Postcode: \_\_\_\_\_

Tel: \_\_\_\_\_

Fax: \_\_\_\_\_

Email: \_\_\_\_\_

4

## Address where building work is to be carried out

\_\_\_\_\_

Postcode: \_\_\_\_\_

5

## Description of the Work: \_\_\_\_\_

No of storeys: \_\_\_\_\_

6

## Use of Building

1. State present use: \_\_\_\_\_ 2. State proposed use: \_\_\_\_\_

State whether the building is to be put to a "designated use" under the Fire Precautions Act 1971: YES/NO

State whether the building is subject to the Fire Precautions (Workplace) Regulations 1997: YES/NO

**If 'YES' two additional copies of the floor plans will be required**

7

## Conditions (Full Plans submissions only)

Do you consent to the plans being passed subject to conditions where appropriate? YES/NO

## Extension of Time (Full Plans submission only)

Do you consent to an extension of time? YES/NO

8

## Additional Information (Regularisation application only)

Date work carried out: \_\_\_\_\_

Present use: \_\_\_\_\_

Previous use: \_\_\_\_\_

## Electrical Installations in dwellings

Please indicate which of the following methods you intend to use in order to demonstrate that all fixed electrical installation works associated with this application will be designed, installed, inspected and tested in accordance with BS7671: 2001. (as amended)

- a) **Competent Person Scheme**   
No additional fees (see list of approved schemes in attached guidance notes)
- b) **BS7671 Certificate**   
A qualified competent electrician will certify that the work has been designed, installed, inspected and tested in accordance with BS7671 and provide an Electrical Installation Certificate with associated inspection and testing schedules to BS7671.
- c) **Building Control Body**   
This option will attract an additional charge of £150.00 + Vat over and above the normal application charge identified from the charges scheme
- d) **Don't know**   
(N.B. This option will attract an additional charge equivalent to that charged for option c above)

Note: Choosing option a or b at this stage and then reverting to option c on site will incur a greater charge equal to option c above, but additionally, may also involve the opening up of completed works, for inspection of fixed electrical wiring / installations.

**Charges –** Please make cheques payable to Merthyr Tydfil County Borough Council

**Table A.** Dwellings not more than 3 storeys & not more than 300m<sup>2</sup> in floor area

Number of dwelling  For other dwellings use table 3

**Table B.** Certain domestic extensions, Loft conversions, Garages / carport & work

Floor area (m<sup>2</sup>)  extensions with floor area over 60m<sup>2</sup> use table 3

**Table C.** Other works based on the full estimated cost

Estimated cost £  Important – Please provide and estimate to avoid a possible delay with your submission

**Fees for electrical works.** Use Table 2  
[From Section 9 above]

**Total charges payable**

## Statement

This notice is given in relation to building work as described, in accordance with Building Regulation 12 (2) (a) or (b) 21 (3) (a) and is accompanied by the appropriate payment. I / We also understand that in relation to a full plans application further charges may be payable following the Local Authority's first inspection.

Name: \_\_\_\_\_ Signature: \_\_\_\_\_ Date: \_\_\_\_\_

## Guidance Notes

### Submission details

Unauthorised works applications should use the 'Regularisation' option, other proposals can choose either the 'Full plans' or 'Building Notice' options, however, the Building Notice choice cannot be utilised where:-

*The building is a 'designated use' under the Fire Precautions Act 1971 which includes offices, shops, factories and hotels and/or is a workplace subject to the Fire Precautions (Workplace) Regulations 1997.*

The following details should be submitted with one completed copy of the application form and the appropriate fee.

1. **Full Plans Applications:-** Full constructional specification and details plus duplicate copies of plans. Two additional copies of layout plans will be required for work in relation to **designated use** buildings.
2. **Building Notice Applications:-** In the case of a Building Notice, a site plan and other particulars in accordance with Regulation 13. Additional information may be requested.
3. **Regularisation application:-** In accordance with Building Regulations 21 (3), the Council may require the applicant to take reasonable steps, including laying open the unauthorised works for inspection, making tests and taking samples as the authority think appropriate to ascertain what work, if any, is required to secure compliance with the relevant legislation.
4. **The Party Wall Act 1996:-** Some works in relation to party walls could invoke proceedings under the Party Wall Act 1996, you should understand these requirements prior to undertaking such proposals.
5. **Completion Certificates:-** Completion Certificates will only be issued when an appropriate electrical safety certificate has been received and the relevant Building Regulations charge has been paid in full.
6. **Drainage Connection:-** Subject to certain provisions of the Water Industries Act 1991, owners and occupiers of premises are entitled to have their private foul and surface water drains and sewers connected to the public sewers, where available. Special arrangements apply to trade effluent discharge. Persons wishing to make such connections must give not less than 21 days notice to the Authority.
7. **Regulations** These notes are for general guidance only; Full particulars regarding the deposit of the applications are contained in Regulation 13, 14 & 21 of the Building Regulations 2000 and, correspondingly in relation to Building Regulations fees the building (Local Authority Charges) Regulations 1998.

**For further information or advice on Building Regulation matters please contact:**

**Merthyr Tydfil County Borough Council - Building Control  
Unit 5, Triangle Business Park, Pentrebach, Merthyr Tydfil, CF48 4TQ  
Telephone: 01685 726263 / 726257**

**IMPORTANT: PLANS OR NOTICES MUST BE SUBMITTED TO THE COUNCIL UNDER THE BUILDING REGULATIONS AND ANY NECESSARY PLANNING PERMISSIONS OBTAINED (If you haven't already done so you are advised to contact Development Control Tel: (01685) 726213, BEFORE ANY WORK ON SITE IS COMMENCED.**