

# LOCAL AUTHORITY BUILDING CONTROL PARTNERSHIP APPLICATION

The Building Act 1984, The Building Safety Act 2022 and The Building Regulations 2010 (as amended)

If you need any help with preparing your application, please read the notes with this form or contact the Building Control Office at Solihull



Building Regulation Application No

Building Control  
Economy and Infrastructure Directorate  
Planning, Design and Engagement Services  
Council House  
Manor Square  
Solihull  
B91 3QB  
Tel: 0121-704 8008

(Office use only)

[Email: buildingcontrol@solihull.gov.uk](mailto:buildingcontrol@solihull.gov.uk)

Please type or use block capitals

<p><b>1. Applicant's details to be completed in Full (see note 1)</b></p> <p>Name : .....</p> <p>Address: .....</p> <p>.....</p> <p>Post code: ..... Tel: .....</p> <p>E-mail: .....</p>	<p><b>2. Agent's details – practice details (if applicable)</b></p> <p>Name: .....</p> <p>Address: .....</p> <p>.....</p> <p>Post code: ..... Tel: .....</p> <p>E-mail: .....</p>
<p><b>3. Client's (Building owner) details to be completed in Full (if the client is not the applicant)</b></p> <p>Name : .....</p> <p>Address: .....</p> <p>.....</p> <p>Post code: ..... Tel: .....</p> <p>E-mail: .....</p>	<p><b>4. Principal Designer's (or Sole or Lead Designer) details if different from Agent details in 2 above (This should be a named individual)</b></p> <p>Name: .....</p> <p>Address: .....</p> <p>.....</p> <p>Post code: ..... Tel: .....</p> <p>E-mail: .....</p>
<p><b>5. Principal Contractor# (or Sole or Lead Contractor) (This should be a named individual) if known at the time of submission. Note: this information must be provided prior to a completion certificate being issued.</b></p> <p>Name: .....</p> <p>Address: .....</p> <p>.....</p> <p>Post code: ..... Tel: .....</p> <p>E-mail: .....</p>	<p><b>6. Address/Location of building to which work relates</b></p>

<p><b>7. Description of Proposed work:</b></p>	
<p><b>8. Information about existing and proposed work:</b></p>	
<p>a) Details of the current use of the building, including the current use of each storey:</p>	
<p>b) Description of the intended use of the building, including the intended use of each storey:</p>	
<p>c) The height of existing building:</p>	

Please note that this is not a planning application. If planning permission is required for the proposed work, a separate application must be made. Information on the need for planning permission can be found on the Council's web site at [www.solihull.gov.uk/planning](http://www.solihull.gov.uk/planning). Alternatively, please call our Contact Centre on telephone No 0121 704 8008.

d) The height of the building after the proposed work is complete*:	
e) No of storeys to the existing building:	
f) The number of storeys in the building after the proposed works:	
g) The provision to be made for the drainage of the building for both foul and storm water:	
h) 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:	
i) The steps to be taken to comply with any local enactment that may apply:	
<p>Note that the number of storeys should be determined in accordance with Regulation 6 of the Higher-Risk Buildings (Descriptions and Supplementary Provisions) Regulations 2023:  <a href="https://www.legislation.gov.uk/ukSI/2023/275/regulation/6/made">https://www.legislation.gov.uk/ukSI/2023/275/regulation/6/made</a></p>	

**9. A statement is required for:**

(a) 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); or where the work does not consist of work to which paragraph (2) or (3) of Regulation 46A applies *E.g. for new build, or new extension to an existing building, this is the date the construction up to ground floor slab level shall be completed:*

(b) Where the work is for alterations of an existing building *E.g. for loft conversion or works to an existing building, details of the work which the client considers amounts to 15% of the proposed work being completed;*

For further guidance please see regulation 46A (lapse of building control approval: commencement of work) of the Building Regulations 2010 as amended [Building Act 1984 \(legislation.gov.uk\)](http://legislation.gov.uk)

**10. Conditions** Do you consent to the plans being passed subject to conditions where appropriate?

YES

**11. Extension of Time** Do you agree to an extension of time if it is needed to determine the plans?

YES

**12. Domestic electrical work** (to be completed for all domestic applications that include electrical work)

Will a competent electrician who is registered with a Part P (Electrical Safety) Competent Persons Scheme carry out the electrical installation work? If the answer to this question is no, then please refer to notes overleaf.

YES

**13. Completion Certificate** Do you require a completion certificate following satisfactory completion of the building work?

YES

14. Is the building a building to which the Regulatory Reform (Fire Safety) Order 2005 applies (e.g., flats with communal areas, offices, shops, workplaces etc.) or will apply after completion of the building work. (details can be found at <http://www.communities.gov.uk/publications/fire/regulatoryreformfire>)?:

YES

**15. Plan fee: £**

Where charges are based on estimated cost of the work, a written estimate should be provided.

**Estimated cost of work: £**

**11. Statement** This notice is given in relation to the building work described above and Regulation 11 (1)(B) and is accompanied by the appropriate fee. The applicant is aware that an inspection fee is payable after commencement of work.

**Name:**

Signature of applicant (where the applicant is not the client):

Date:

Name and Signature of client (where the client is not the applicant):

Date:

**16. EXEMPTION FORM BUILDING REGULATIONS CHARGES**

Exemption from charges is only applicable where the work connected to an existing building and is of direct benefit to a person(s) with the disability. (Please complete section below. NB: The building work proposed must have a clear link to the person's condition, e.g. a downstairs wet room for a person with limited mobility)

Name of person(s) with the disability (if different from overleaf) \* .....  
 ..... (Please continue on a separate sheet).

How will the work be of direct benefit to the individual(s) concerned?\* .....  
 .....  
 ..... (Please continue on a separate sheet).

Section A – please identify the element of work that is being undertaken under the exemption criteria above

- A. extension (or conversion of an existing room) to form a downstairs wet room or bedroom.
- B. installation of a through floor or stair lift facility.
- C. extension (or conversion of an existing room ) to form a facility for the sole purpose of storing medical equipment in support of medical condition

I confirm that the above information is correct and wish to claim exemption from the building regulation charges. Where the work involves an extension, please ensure that the relevant section on page 4 is completed.

Name:

Signature:

Date:

**Notes relating to domestic electrical work**

The Council require that you provide certification of the satisfactory testing and inspection of electrical installation work not carried out by a person registered with a Part P (Electrical Safety) Competent Persons Scheme. If anyone other than a Part P registered electrician undertakes the electrical work, then an additional fee is payable to the Council to cover the cost of checking the electrical installation work.

Any electrical installation carried out by someone who is not registered with a Competent Persons Scheme (NICEIC or ECA) may have to be tested and inspected by the Council. For very minor work, we may accept evidence of the qualification and experience as proof of competence of the person to safely undertake the work.

**(THIS MUST BE COMPLETED IN FULL) INSPECTION FEE INVOICE TO BE DIRECTED TO:**

**Title:** Mr/Mrs/Miss/Other..... **Forename:** .....**Surname:** .....

**Address:** .....

**THERE WILL BE AN ADMINISTRATION CHARGE FOR ANY RE-DIRECTION OF INVOICES IN ACCORDANCE WITH THE COUNCIL'S PUBLISHED SCALE OF FEES**

**Payment**

Credit/Debit card payments can be made over the telephone (0121 704 8008). Cheques should be made payable to SMBC and crossed A/C payee. You can make payment (including cash) at any of the following Solihull Connect Walk-in Centers:

- Solihull Connect, Ground Floor, Library Square, Solihull, West Midlands, B91 3RG
- Solihull Connect at The Bluebell Centre, Ground Floor West Mall, Chelmsley Wood, Solihull, B37 5TN

Invoicing of fees against a purchase order can be arranged by agreement. Solihull MBC may agree to payment by instalment in respect of all building work where the total charge exceeds £500.

**This application is an application for building control approval with full plans given under regulation 12(2)(b);**

***NOTE - Plans are only full plans if they consist of—***

- (a) 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;***
- (b) the plans, particulars and statements required by paragraphs (1), (1A) and (2) of regulation 13 and 14;***
- (c) 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***
- (d) any other plans which are necessary to show that the work would comply with these Regulations.***

\* 'details' mean name, address, telephone number and email address

# If the principal contractor is not known at submission these details must be provided to the Local Authority before the construction phase begins

For further information/guidance regarding these notes and the requirements of the Full Plans Application Form, please see the below links:

[The Building Regulations etc. \(Amendment\) \(England\) Regulations 2023 \(legislation.gov.uk\)](#)  
[The Building \(Higher-Risk Buildings Procedures\) \(England\) Regulations 2023 \(legislation.gov.uk\)](#)

Note 1 The client must always be the owner of the building, whilst an applicant can be a person acting on behalf of the building owner, with the building owners express consent. Where submitting an application on behalf of the owner you should fill out the applicant details box and the building owner should complete the client details.

The application for building control approval with full plans 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 for building control approval with full plans, depending upon the work proposed. Further information can be found in the attached notes and checklist. This form cannot be used for building control approval applications for higher-risk building work or stage of higher risk building work or for work to existing higher-risk buildings. Applications for building work to higher-risk buildings can be made through the Building Safety Regulator via the HSE website.

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