VALE of GLAMORGAN
BRO MORGANNWG

# BUILDING REGULATIONS SUBMISSION

LABC CYMRU

**The Building Act 1984, The Building Safety Act 2022, The Building Regulations 2010, The Building Safety (Description of Higher-Risk Building) (Design and Construction Phase) (Wales) Regulations 2023**

## Submission Type

Please select an option below

☐ **Building Notice**

☐ **Full Plans** (Requires full working drawings including existing/proposed plans, specifications and any structural designs)

☐ **Regularisation Application** (works complete or progressed without inspection)

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## Client/Applicant Details

Name:
Address:
Postcode:
Email:
Phone number:

## Principal Designer

Name/Company:
Address:
Postcode:
Email:
Phone number:

## Principal Contractor/ Person intending to carry out the work

Name/Company:
Address:
Postcode:
Email:
Phone number:

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## Site Address

Address and Postcode of where the work will be carried out:

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|---|
| |

## Proposed works

Description of the proposed works:
*Include details of the intended use of the building, including the intended use of each storey. For new dwellings and sites with multiple dwellings, please advise the number of bedrooms within each dwelling.*

| |
|---|
| |

Height of the building after the proposed work ☐ Metres

Number of storeys in the building after the proposed work ☐ Storeys

****See Regulation 5 for determining height of the building*

## Commencement Date

Date which the work will commence on-site: ☐

If unauthorised works, please state the date works started: ☐

## Existing buildings

Where applicable, provide a description of the existing building. Include details of the current use of the building and of each storey.

☐

Height of the existing building ☐ Metres

Number of storeys in the existing building ☐ Storeys

****See Regulation 5 for determining height of the building*

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## Drainage

Any Welsh Water Sewers within 3 meters of the proposed works **Yes / No**

Any new connections to a Welsh Water sewer **Yes / No**

Any connections to existing private drainage **Yes / No**

Any connections to wastewater treatment works **Yes / No**

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## Charges -For telephone payments, please phone (01446) 704609/01446700111 or pay online here

**New Dwelling -** Number of new dwellings/plots ☐
**Private/Council/Social Housing (Please select)**

**Domestic Extensions, Loft Conversions, Garages, outbuildings-** Provide Floor area ($m^2$) ☐

**Domestic Internal Alterations –** Provide estimated cost of works £ ☐

**Non-Domestic Alterations** Provide estimated cost of works £ ☐

**Non-Domestic Extensions -** Floor area for any extensions ☐

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## For a Full Plans Submission

Granting of an application for Building Control approval with full plans subject to requirements.
Do you consent to the application for Building Control approval with full plans being granted with Conditions/Requirements?

**Yes / No**

****Requirements are modifications that the building control authority may specify must be made in the full plans, or further plans as the authority may specify must be provided before work to which those plans relate starts.*

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## Declaration

This application for building control approval with full plans is in relation to the building work etc., as described above. It is submitted in accordance with Regulation 12(2)(b) (Full plans) / Regulation 12(2)(a) (Building Notice) / Regulation 18 (Regularisation) is accompanied by the appropriate charge.

I understand that the plan fee is due on submission and further applicable charges (such as inspection fees) may become payable by the building owner following the first inspection undertaken by the building control authority (Full Plans submission). The full fee is required on submission of all Building Notices/Regularisation and Reversion applications.

**I / we apply for building control approval as described on this form and as detailed on any supplementary documents**.

Signature of applicant:

Date:

**I, the client, confirm I agree to the application being made and that the information contained in the application is correct**

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

Date:

**I / we apply for building control approval as described on this form and as detailed on any supplementary documents**.

Signature on behalf of*
*Insert applicants name where the declaration is made by an agent

Date:

# Notes and Guidance

## Submission Type

You may choose to use the Full Plans or Building Notice option. However, the Building Notice option cannot be used when the building is subject to the Regulatory Reform (Fire Safety) Order 2005 to enable consultation with the fire authority.

## All Application Types

From **1st July 2026**, changes to the Building Regulations in Wales introduce new **duty holder responsibilities** for all building work. These apply regardless of the submission type and place legal responsibilities on those commissioning and carrying out the work. It is a legal requirement to provide us with all contact information for the applicant and duty holders. This includes, names, addresses, phone numbers and email addresses.

Please advise us on all applications for new dwellings whether they are being built for registered social landlords or for the local authority.

## Duty Holders

Duty holders are:

- Client (person for whom the work is carried out)
- Designer (anyone preparing or modifying a design)
- Contractor (anyone carrying out building work)

These duty holders **must** ensure that:

- Building work complies with the Building Regulations;
- They are competent (i.e. have the appropriate skills, knowledge, experience and behaviours);
- The work is properly planned, managed, and monitored.

## Application Requirements

The following information must be submitted together with one completed copy of this form and the appropriate fee.

**Full Plan Applications**

Full working drawings and specification will be required for work to, or in relation to, buildings subject to the Regulatory Reform (Fire Safety) Order 2005 to enable consultation with the fire authority. The plan fee for a Full Plan application is due on submission; the inspection fee is due when the commencement inspection is carried out.

**Building Notice Applications**

In the case of a Building Notice, a site plan, indicating where applicable, size and position of building /extension, boundary and drainage details. (Please note additional information may be requested) The full fee for a Building Notice is due on submission.

**Regularisation Application**

**Subject to certain exceptions a Regularisation Submission attracts charges payable by the owner of the work or of the building. The charge must accompany the deposit of notice, and the amount is equal to 150% of the charge, excluding VAT, that would have been payable had the application been deposited prior to the commencement of the work.**

The appropriate charge is dependent upon the type of work proposed and due on submission.

The local authority may require the applicant to take such reasonable steps, including laying open the unauthorised work for inspection by the authority, making tests and taking samples, as the authority think appropriate to ascertain what work, if any, is required to secure that the relevant requirements are met.

## Address of the Site / Premises

If a precise address has not yet been allocated, please provide an accurate description for location purposes. We will also use this information to determine the location of any public sewers. You cannot build over, or close to, a public sewer without the consent of the Public Water Utility Company.

## The Party Wall etc. Act 1996

If your proposals involve works to, or near to, a party wall or boundary, The Party Wall etc. Act 1996 may apply to you. Please contact a Party wall surveyor for any advice.

## Drainage Connection

Please note that it is the homeowner's responsibility to ensure that any proposed works within their curtilage do not conflict with any underground services. For Sewers or Watermains that may be present and affected by your proposals, you were advised to contact Dwr Cymru Welsh Water. Please be aware it's the owner's responsibility to ensure the necessary permissions are in place and this certificate is not valid if this is not in place. For any further advice please see the following link or contact Welsh water direct.

## Electrical Work

In respect of any work carried out under the 'Competent Person Scheme' (which is a firm that has been adjudged to be sufficiently competent to self-certify that its work complies with Building Regulations). The firm must be registered with a scheme that has been approved by the Government. If this is not the case, please contact the office to discuss as further fees may apply.

## PLEASE NOTE:

The responsibility for ensuring compliance rests with the people carrying out the work. Any issues or defects found after the completion need to be directed to the persons who carried out the work.

**Please note when making a Building Regulations application, some information will be made available through the Council's public register. We also share information with organisations as part of the statutory consultation requirements.**