



## Building Regulations Application for Building Control Approval with Full Plans (England)

The Building Act 1984, The Building Safety Act 2022, The Building Regulations 2010, The Higher-Risk Buildings (Descriptions and Supplementary Provisions) Regulations 2023.

### 1 Applicant details

Name

Address  
& postcode

Phone

Email

### 2 Client details (where different from the applicant)

Name

Address  
& postcode

Phone

Email

### 3 Principal contractor/Sole contractor details (where known)

Name

Address  
& postcode

Phone

Email

## 4 Principal designer/Sole or Lead designer details

Name

Address  
& postcode

Phone

Email

## 5 Regulatory Reform (Fire Safety) Order 2005 (as amended)

Is the building a building to which the [Regulatory Reform \(Fire Safety Order 2005](#) applies or will apply after completion of the building work?

Choose Yes or No

## 6 Location of site to which the building work relates

Address & postcode

## 7 Existing buildings

Where applicable, provide a description of the existing building, including:

- (i) details of the current use of the building, including the current use of each storey.
- (ii) the height of the building
- (iii) 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](#)

## 8 Proposed works

Provide a description of the proposed work, including:

- (i) details of the intended use of the building, including the intended use of each storey
- (ii) the height of the building after the proposed work
- (iii) 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](#)

- (iv) the provision to be made for the drainage of the building
- (v) 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
- (vi) the steps to be taken to comply with any local enactment that applies.

## 9 Commencement

State 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, state the details of the work which the client considers amounts to 15% of the proposed work.

## 10 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 requirements\*?  
Requirements are modifications that the local 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.

**Choose Yes or No**

## 11 Charges

Number of Dwellings

Number of House Types

Affordable housing plot numbers

Estimated Cost of Works £

Extension Floor Area m<sup>2</sup>

Name of Person/Company responsible for payment

## 12 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\(2\)\(b\)](#) and is accompanied by the appropriate charge

***I understand that further applicable charges (such as inspection fees) may become payable by the building owner following the first inspection undertaken by the local authority***

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

### **Signature of applicant (where the applicant is not the client)**

Signature

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):**

Signature

Date

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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 guidance notes. 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 [here](#). Form created in October 2023.

**Please email your completed application form and supporting documentation to: [buildingcontrol@shropshire.gov.uk](mailto:buildingcontrol@shropshire.gov.uk)**

If you would like any further or more detailed information, please contact our Business Support team on **01743 258710** or visit our website at [www.shropshire.gov.uk](http://www.shropshire.gov.uk)

# Guidance Notes

## Making an Application

Please email your completed application form and supporting documentation to:  
[buildingcontrol@shropshire.gov.uk](mailto:buildingcontrol@shropshire.gov.uk)

**Application for Building Control Approval with Full Plans** should be accompanied by one set of working drawings and supporting information together with a block plan, a site location plan and the relevant plan fee based upon the current fee charges for Shropshire Council.

Up on receipt of the application, the plans and supporting information will be appraised for compliance with the Building Regulations and a formal decision notice will be issued to you within five weeks, or within such longer period as at any time the authority and the applicant agree in writing (usually eight weeks).

**A Building Notice Application** should be accompanied by a site location plan and relevant fee based upon the current fee charges for Shropshire Council.

You may submit additional information if you wish. Shropshire Council also reserve the right to request further information. Unlike the Full Plans approach, a Building Notice does not undergo the formal decision-making process. As a result, you will not have the benefit of a formal approval.

Where your application is related to a building that falls within the scope of the Regulatory Reform (Fire Safety Order) 2005 then you must submit a Full Plans Application and NOT a Building Notice.

It is recommended that you only use the Building Notice route if you and your builder have a good understanding of how to achieve compliance with the Building Regulations. Note: A building notice cannot be used where the proposed work is within 3m of a public sewer.

**A Regularisation Application** should where possible be accompanied by one set of working drawings and supporting information together with a block plan, a site location plan and the relevant application fee based upon the current fee charges for Shropshire Council.

**A Reversion Notice** should where possible be accompanied by one set of working drawings and supporting information together with a block plan, a site location plan and the relevant application fee based upon the current fee charges for Shropshire Council.

## Charges

See our Building Regulation Charges Guidance for details of our charges and how to calculate them or contact our business support team on 01743 258 710 for help and assistance.

### **Public Sewers**

If a building or extension is within 3m of a public sewer, we may need additional information so that we can consult with the relevant sewage undertaker, you will be told of this as soon as possible.

### **Grant an application for building control approval with full plans subject to requirements.**

Requirements may suggest changes to the full plans or ask for extra information.

### **Extension of Time**

A longer period may be agreed at any time with the authority in writing to answer any queries or to provide any additional information that may be needed before Building Control Approval is granted - usually an additional three weeks.

### **Town and Country Planning**

Building work and changing the use of a building may also need permission under the Town and Country Planning Act, to check this or for further guidance contact Development Management on 0345 678 9004.

### **Data Protection**

Information held as part of your application is used by the Council to carry out its duties and to manage its service. Personal information is treated with confidentiality but subject to copy right and commercial restrictions, other information may be shared with third parties to provide services or to detector prevent crime or fraud.

Full details of the Council's Freedom of Information Policy and Data Protection may be viewed on the Council's website [www.shropshire.gov.uk](http://www.shropshire.gov.uk) or telephone 0345 678 9004.

Note: The above are simplified general guidance notes if you would like any further or more detailed information, please contact our Business Support team on **01743 258 710** or visit our website at [www.shropshire.gov.uk](http://www.shropshire.gov.uk)