

# Building Regulations Application Form

East Sussex Building Control Partnership, Wealden District Council, Vicarage Lane,  
Hailsham BN27 2AX

Tel: (01892) 602005 Email: [building.control@wealden.gov.uk](mailto:building.control@wealden.gov.uk)



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

Definitions of titles:

Applicant - Owner of the property

Client - Previously known as the Agent, this is who is submitting the application

Principle Contractor - Who is constructing the works

Principle Designer - Who has designed the details for the works

Please note that if the Principle Contractor or Principle designer is not provided, we will assume that the Client is designated as both.

## 1

### APPLICANT DETAILS (OWNER)

	<input type="text"/>	Last Name	<input type="text"/>
Address	<input type="text"/>		
Town	<input type="text"/>	Postcode	<input type="text"/>
Phone	<input type="text"/>	Email	<input type="text"/>

## 2

### CLIENT DETAILS (WHERE DIFFERENT FROM THE APPLICANT)

First Name	<input type="text"/>	Last Name	<input type="text"/>
Address	<input type="text"/>		
Town	<input type="text"/>	Postcode	<input type="text"/>
Phone	<input type="text"/>	Email	<input type="text"/>

## 3

### PRINCIPAL CONTRACTOR/SOLE CONTRACTOR DETAILS (WHERE KNOWN)

First Name	<input type="text"/>	Last Name	<input type="text"/>
Address	<input type="text"/>		
Town	<input type="text"/>	Postcode	<input type="text"/>
Phone	<input type="text"/>	Email	<input type="text"/>

## 4 PRINCIPAL DESIGNER/SOLE OR LEAD DESIGNER DETAILS

First Name  Last Name

Address

Town  Postcode

Phone  Email

## 5 APPLICATION TYPE

What type of application are you applying for?

Previous reference:

Full Plans  Building Notice  Re-Submission

Which local council is the property registered with?

## 6 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\*?

Yes  No

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

Address of site (including postcode)

What 3 Words Code

## 8 Existing buildings (append additional information where necessary)

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](#)

# 9

## Proposed works (append additional information where necessary)

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

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## Commencement (append additional information where necessary)

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

# 11

## Granting of an application for building control approval with full plans subject to Conditions (FULL PLANS ONLY)

Do you consent to the application for building control approval with full plans being granted with Conditions?

Yes

No

Conditions 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.

## Extension of time (FULL PLANS ONLY)

Please tick the box below if you do consent to the application to be granted an extension of time from 5 to 8 weeks for plan checking approval

# 12

## WATER SUPPLY/DRAINAGE DETAILS

What water supply and or drainage to do you have to the property?

### Water Supply

- Water Supply
- Well
- Other System
- Not Applicable

### Surface Water Disposal

- Surface Water Sewer
- Soakaway
- Soakaway (Overflow)
- Other System
- Not Applicable

### Foul Water

- Foul Sewer
- Septic Tank
- Treatment Plant
- Cesspool
- New Connection
- Not Applicable

# 13

## BUILDING OVER A PUBLIC SEWER

Does the project involve building over a public sewer?

- Yes                       No                       Not Applicable

If yes, have you obtained a Build Over Agreement with the local water authority?

- Yes                       No

# 14

## PLANNING PERMISSION

You are advised to check whether planning permission, listed building consent and conservation area consent is required prior to commencing work. Please contact your local council planning department for any planning enquiries.

If you already have planning permission, please state application number:

# 15

## DISABLED EXEMPTION

Are the works solely for the benefit of a disabled persons?

- Yes                       No

If yes, please be aware we will require supporting documents for this such as:  
A letter from an occupational therapist or from a medical professional.

# 16

## CHARGES

Our charges are laid out in the attached fee table on page 7 of this form. Please refer to that section and for the heading of the type of application you are submitting.

If your works dont fall into these set categories or you do not know which one to choose, please leave this section blank and we will provide you with a fee upon registering your application.

If you have been quoted previously for these works, please provide your holding number:

Fee category selected:

Charge of the category (Including VAT):

## ACCOMPANYING DOCUMENTS

Please use the checklist below to show what attachments you are providing with your submission if applicable:

Architectural Plans

Site Location Plan

Structural Calculations

Supporting Documents for Fee Exemption

### 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 described on this form and as detailed on any supplementary documents*

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

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:

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# Guidance Notes on Domestic Charges



The Building (Local Authority Charges) Regulations 2010

## Explanatory Notes

Effective from 1 July 2026

The East Sussex Building Control Partnership is a regulatory body that provides a service to assist those carrying out building work to meet their legal duties under the Building Regulations. Building Control Inspectors and Approvers are regulators providing 3<sup>rd</sup> party spot checks during construction. Responsibility for Building Regulation compliance rests with the owner, designers and contractors. Before a Completion Certificate can be issued, Designers and Contractors are required to provide Notice of Completion and a declaration that the design and finished work meet the requirements of The Building Regulations. A completion certificate cannot be issued if contractors and owners fail to notify of stages of work.

Our Building Regulation charges are based on the hours we estimate we will spend on *all* activities in relation to your application including technical audit of plans, site inspection (plus reports), administration, and statutory consultations, against an hourly rate that is based on cost recovery only. For this reason, if the hours estimated are exceeded by more than one-hour, supplementary charges may be incurred. Our current hourly rate is £144.24.

Charges do not relate to exact numbers of inspections or presence on site but are calculated using data of how long on average we spend on each project type.

Most projects contain more than one category of work: for example, an extension plus alterations, or an extension plus a loft conversion. For this reason, most charges are provided on a project-by-project basis to ensure we are being fair and giving you the most accurate cost. All charges for Full Plans and Building Notice applications include VAT.

An Application with Full Plans **MUST** be used in the following situations:

- All non-domestic projects
- New, altered or converted flats with a common area.
- Conversion or alterations to HMO's
- New, altered or converted holiday lets.
- Building near or over public sewers requiring consultation with the statutory undertaker
- Buildings being erected that front private streets.
- Any project covered under The Regulatory Reform (Fire Safety) Order 2005 requiring consultation with the East Sussex Fire & Rescue Service.

**To obtain a bespoke quotation or to make a card payment, please contact us:**

[Building.control@wealden.gov.uk](mailto:Building.control@wealden.gov.uk)

01892 602005

Your attention is drawn to the terms and conditions at the bottom of this document that offer further clarity on the service being provided.

**This table should not be used where there are multiple elements as charges may be significantly discounted. Please contact the office for a quotation.**

Description of Work		Full Plans Application		Building Notice Charge
		Plan Charge	Inspection Charge	
1	Erection of a single dwelling house up to 3 storeys and under 250m <sup>2</sup>	610	970	1580
2	Single Storey Extensions up to 10m <sup>2</sup> floor area with no drainage	260	555	815
3	Single Storey Extensions up to 60m <sup>2</sup> floor area	350	690	1040
4	Two Storey Extension up to 60m <sup>2</sup> floor area	430	900	1330
5	Loft Conversion or First Floor Extension up to 60m <sup>2</sup>	475	670	1145
6	Single storey outbuilding up to 60m <sup>2</sup> (No sleeping accommodation)	260	440	700
7	Two Storey Outbuilding up to 60m <sup>2</sup> (No sleeping accommodation)	345	690	1035
8	Garage Conversion under 40m <sup>2</sup>	220	440	660
9	Alterations up to £10,000 estimated cost of work	170	340	510

**If your project does not appear in these table, is non-domestic or is part of a multiple works project, please contact the office for a quote. The reason we ask this is so we are able to more accurately assess our service hours and so provide you with the best quote possible. As a local authority, we are a non-profit organisation**

## **DUTIES UNDER THE BUILDING SAFETY ACT 2022**

The Act provides for 3 main duty holders. Owner, Designer and Contractor.

### **Duty of Owner (Client)**

- To plan, manage, monitor and provide sufficient resources for the project to be compliant on completion or use, and to provide information to designers and contractors.

*It is recommended that you engage a suitable competent professional to act and assume this duty on your behalf.*

- To take all reasonable steps to ensure that professionals engaged by you, including Designers and Contractors, are competent.

### **Duty of Principal Designer**

- To plan, manage and monitor all design work during the design stage of a project to ensure that the design is compliant with the Building Regulations.
- To provide the details of a named individual within the company (including contact details) to be the Principal Designer.
- To provide a statement on completion of works that all design work is in compliance with the Regulations.
- Additional duties can be found on government websites.

### **Duty of Principal Contractor**

- To notify the local authority of certain stages of work
- Where there is an approved design, to ensure that the building work is completed in accordance with this.
- To provide the details of a named individual within the company (including contact details) to be the Principal Contractor.
- To ensure that the building work is completed in accordance with the Building Regulations including work carried out by sub-contractors on the project
- To provide a statement on completion of works that the construction work is in compliance with the Regulations.
- Additional duties can be found on government websites.

*If no designer has been appointed, for example a contractor submitting a Building Notice, then that contractor assumes the duties of Principal Designer.*

*Where there is no designer or contractor, the owner assumes all duties of Designer and Contractor.*

## **PUBLIC SEWERS**

- The Water Industry Act 1991 takes precedence.
- The Water Industry (Schemes for Adoption of Private Sewers) Regulations 2011 brought over 200,000km of private sewers within the Act. Mostly these are shared sewers, i.e. they service more than one dwelling. These will not be shown on the map of sewers, nevertheless these are deemed public sewers under that Act.

- There is a duty on an owner to consult with Southern Water if building over or near a public sewer
- There are powers devolved to Building Control to oversee works under H4 of the Building Regulations if certain conditions are met. However, that does not avoid the need to consult Southern Water, albeit advisory, and there may still be a need for a Building over self-declaration.

<https://www.water.org.uk/wp-content/uploads/2019/03/Private-Sewer-Transfer-Water-UK-Template.pdf>

- Early identification and consultation by the owner, designer or contractor, is recommended (prior to work starting on site) to avoid costly delays.

## **APPLICATION WITH FULL PLANS**

This is where plans, technical details, calculations and specifications are deposited with the Council prior to work starting on site. Having construction details agreed in advance provides more confidence of compliance. Starting work prior to approval puts you at risk of non-compliant work being carried out on site that could be costly to rectify. Full Plans applications comprise two charges:

**Plans Charge** payable when the application is deposited. This covers registration, the technical audit of information, consultations, checking amended details/conditions and the issue of a formal decision notice.

**Inspection Charge** Payable on the commencement of works.

### **What this provides:**

- 3<sup>rd</sup> party spot checking of various stages of construction
- Informing clients by email of each visit
- Ensuring all documentation and other evidence is recorded and retained for a period of at least 15 years including the Declaration (Notice of Completion) and issue of:
- A Completion Certificate.

*For further advice, please visit:*

<https://www.gov.uk/guidance/design-and-building-work-meeting-building-requirements>

## **BUILDING NOTICE**

The Building Notice Charge is payable in full when the application is made. This can be submitted with no supporting information and notice given of starting work 48 hours later. We are entitled to ask for information where we feel this is necessary to determine compliance, such as plans and structural calculations. Due to the lack of information, it is absolutely vital to select a competent builder and to discuss and agree design details with our surveyors prior to that stage being reached. This relies on your contractor advising us in advance of each stage.

## **COMPLETION CERTIFICATES**

Completion certificates can only be issued once the Notice of Completion (declaration) under The Building Safety Act 2022 has been signed and returned by all parties.

A Completion Certificate is not and does not hold the legal status of a guarantee or warranty. It provides reasonable confidence (but not definitive proof) that the work complies with the Building Regulations.

## **REGULARISATION APPLICATION**

This is retrospective certification of work. The submission of a Regularisation application however does not guarantee that a certificate will be issued. It is advisable to discuss the works with one of our Building Inspectors below before the application is made so you may fully understand what information we will need and what elements of the structure will need to be exposed for inspection. For example, beams, drains, foundations, joist etc.

The deposit of a Regularisation Applications acknowledges that the work was carried out illegally, i.e. it was not the subject of a Building Regulation Application prior to construction. As such, requests to return a Regularisation charge would not be appropriate.

The **Regularisation Charge** is the same as the Building Notice charge.

## **PRE-APPLICATION ADVICE**

Under the Building Safety Act 2022, we are unable to provide design advice or solutions other than appears in the Approved Documents, British Standards or other established construction documents. Advice on how to comply should come from a competent Designer or Contractor.

As such the formal route of applying for preapplication advice has been withdrawn.

## **DISABLED ADAPTATIONS AND EXTENSIONS**

Works **solely** to provide access and/or facilities for disabled people to existing dwellings and buildings to which the public have access are exempt from charges. In these regulations 'disabled person' means a person who is within any of the descriptions of persons to whom Section 29(1) of the National Assistance Act 1948 as extended applies. A charge will be made for elements of proposals that are not solely for a disabled person.

**RESUBMISSION** of a rejected Full Plans application for essentially the same work will not be charged however, where amendments have been made that require additional checking, these will be charged at our standard hourly rate plus VAT.

**THE PARTY WALL ACT** Building Control have now powers in relation to the Party Wall Act. Applicants are strongly urged to abide by this legislation and ensure agreements are in place between affected owners prior to starting work and we are unable to settle disputes that arise from not having a Party Wall Agreement in place.

## **TERMS AND CONDITIONS**

1. Building Regulation services provide a means for clients to meet their legal duties to make an application and obtain a final certificate on satisfactory completion.
2. Local authority building control exists to control building work and to enforce the Building Regulations
3. What our services do not provide:
  - a private building surveying service as a substitute for Architect supervision, project management or clerk of works.
  - a means to resolve neighbour disputes including ownership or encroachment
  - services relating to The Party Wall Act.
  - advice on design or construction (see Below).
  - Trading standards type protection against incompetent contractors or designers.

4. Structural elements should be designed by a fully qualified and competent structural engineer. Structural calculations submitted as part of the application or requested subsequently will be risk assessed to determine the level of checking required.

Where an engineer is not appropriately professionally qualified, these calculations may not be accepted as satisfactory evidence of compliance

5. Completion certificates are intended to provide reasonable confidence, but not definitive proof, that work complies with the regulations. Local authority building control has limited liability as set in case law, as not all of the structure will have been inspected or been visible during inspection.

Completion Certificates will not be issued unless:

- Stages of work have been notified to us during construction
- The necessary declarations (Notice of Completion) has been signed by the owner, Designer and Contractor.
- All fees have been settled
- All conditions have been cleared
- All information requested on final inspection has been submitted and accepted

6. The Partnership is a Regulator, not a private surveying service, and does not provide design or construction advice. Contractors are expected to be fully competent in the requirements of the regulations. Inspectors do not offer advice or instruction other than is contained within the regulations, the approved documents, British Standards, manufacturers technical data or certification, or is within recognised construction practices.

7. Responsibility for compliance rests with the owner, designers and contractors.

8. Charges are set on the basis that the design and building work is undertaken by a person or company that is competent to carry out the relevant design and building work and adheres to the inspection regime. If they are not, and this results in service hours exceeding those estimated, then a supplementary charge may be incurred.

9. Owners and/or contractors are obliged to notify of certain stages of work. These can be discussed with your Building Inspector on their first visit. Typically, these are:

- Excavation for foundations prior to concreting (see note c)
- Foul and surface water drainage prior to covering.
- Damp proof membranes and courses prior to covering.
- Completion.

In addition to this, your inspector may ask to be informed of the following stages:

- Roof/floor structural members, for example joists, rafters, steel beams etc
- Steel reinforcement prior to concreting
- Complex parts of the structure
- Insulation

10. Charges will not be refunded where no notification to inspect has been received.

11. The depth and design of all foundations is subject to amendment when soil conditions have been fully investigated. This is the responsibility of the owner, designer and contractor. Where trees are present, the foundations, ground floor construction and drainage design should be submitted to us prior to concreting and preferably prior to commencement. Several published guides exist to determine initial foundation depth depending on the soils, species/height of trees, and distance to foundation. It is not the role of the inspector to determine foundation depth.

12. You are advised to allow time between our inspection of foundation excavation and arrival of concrete in case there is additional excavation required, or the Building Inspector is delayed. The Partnership will not accept liability for the disposal of concrete
13. Where the proposals require consultation with the sewage undertaker, this is the responsibility of the owner and/or their representative prior to work commencing.
14. Inspection records are routinely sent to owners under The Building Safety Act 2022 and may include information regards non-conformities identified during the technical audit of plans or site inspections.
15. The deposit of a Building Regulation application forms a private contract between the applicant and the Council however we may discuss technical details with 3rd parties if they are directly affected by the work, for example sound transmission, excavations, or shared drainage etc.
16. We will retain all information for a minimum of 15 years. The corporate data protection policy is available via our main website. <https://www.wealden.gov.uk/transparency-spending-and-performance/data-protection/?RD=True>
17. The following situations increase the risk of carrying out work which does not comply and may result in the need for costly alterations:
  - prior to approval
  - prior to conditions being cleared
  - on a rejected application
  - on a Building Notice where information has been requested but not received/approved
18. All building regulation charges, including the charges in this guide, are estimates not quotes. Further supplementary payment may be requested should the actual service hours exceed the original estimated hours. For the purposes of this calculation, the first hour will be disregarded. This may arise where:
  - The projects turns out to be more complex than anticipated requiring additional time to check the design or supporting information
  - It becomes necessary for us to engage specialist advice.
  - Where elements of the project or the project as a whole deviate from standard or accepted construction methods or materials, or from the Approved Documents that support The Building Regulations.
  - The project is changed after the initial technical audit of plans, requiring addition checking time of details or calculations.
  - Calculations have not been produced by a professionally qualified engineer and/or have not been produced using recognised methodology.
  - After risk assessment of the professionals/individuals/company involved it is decided that the design or site construction requires additional checking time to ensure compliance.
  - Additional inspections are requested due to site conditions or the contractor splitting the work into stages or phases. For example, project charges may have been discounted for 2 extensions in anticipation of them being constructed more or less at the same time so allowing for less visits. If those elements are then split by time, they will require full inspection of each resulting in more, not less visits.
19. Where the actual service hours are less than originally estimated, the Council may make an appropriate refund of part of the charge on satisfactory completion of the application. For the purposes of this calculation, the first hour will be disregarded.

20. All of our domestic charges assume that electrical (Part P) and ALL heating installations will be self-certified by a qualified person(s) who is also registered under an appropriate Government approved Competent Persons Scheme. Where this is not the case an additional charge may be made to engage a consultant to establish that the work meets the requirements of the Building Regulations.
21. Refund of charges on cancellation of an application is at the discretion of the Building Control Manager. Any refund will take into account our costs up to the point of cancellation with a minimum charge of 1 hour of our standard hourly rate.
22. Applications remain invalid and of no effect until the plans fee has been received in full.
23. For certain work under the Building Regulations, you will also need to apply for planning permission under the Planning Acts. (You may have to pay extra for this). All formal advice regarding planning MUST be made by contacting the Development Control Team.  
Planning permission does not infer Building Regulation approval and vice versa as they are separate pieces of legislation.
24. Surveyors cannot offer planning advice.

For further advice on Building Regulations call 01892 602005 or e-mail, [building.control@wealden.gov.uk](mailto:building.control@wealden.gov.uk)

## **COMPLAINTS**

Dissatisfaction with any aspect of service delivery can be raised through the Corporate Complaints system, details of which can be found using this link: <https://www.wealden.gov.uk/complaints-procedure/>