

# Building Control



LINCS BUILDING  
CONSULTANCY

## **Guidance Note No. 29**

How Do I Apply For  
Building Regulations  
Approval?

## Applying for Building Regulations Approval

### ***Building Regulations approval – is that the same as Planning Permission?***

**NO!** – there is a big difference between **Building Regulations** and **Planning Permission** and both sets of legislation must be dealt with separately. When you apply for **Planning Permission** the Development Control section will look carefully at issues like the appearance of the building and how it will affect the adjoining properties etc. **Building Regulations** deal with how the building will be built and will consider items like foundations, floors, walls and roof etc. **Building Regulations** and **Planning Permission** require the submission of completely separate applications and you should always consult with both departments to see if you are required to submit an application.

### ***How Do I Make a Building Regulations Application?***

If you need to make a Building Regulations application there are 2 ways to do this:

- \* Full Plans Applications
- \* Building Notice

### **Full Plans Applications**

The principal advantage of using this method is that once your plans have been approved you can work to those drawings without fear of contravening the regulations during the build.

A Full Plans Application requires you to provide 2 copies of a detailed set of plans together with a specification of materials to be used.

(a) Information that should generally be shown on the plan include:-

- \* Elevations   \* Floor Layouts   \* Site Location Plan   \* Drainage Details
- \* Sectional Views of the Construction   \* Specification Details

(b) You may also need to submit calculations for:-

- \* Structural Members (steel beams etc)   \* Thermal Insulation Values   \* Loft Conversion Work

(c) If the Application is **Non-Domestic** you will also need to submit:-

- \* Fire Plans (4 copies)   \* Access Statement  
(see Guidance Notes 0016 & 0017)

This information is then checked to ensure that the details given comply with the Building Regulations. Once checked we will either approve your application or notify you of any alterations that may be required to the plans. When all alterations have been made to the plans and found to be satisfactory, the plans will then be approved.

### ***How long will it take?***

We will endeavour to check the plans as quickly as possible but the time taken to issue an approval can take between 5 and 8 weeks especially if additional information is required.

### ***How much will it cost?***

The fee is generally paid in two instalments – The Plan Fee being payable when you submit the application and the remainder Inspection Fee will be invoiced once inspections commence.

The cost will depend upon the type of work being undertaken and you should consult our tables for the appropriate fee, the tables are available from the appropriate office, via the appropriate website or by telephoning your local office.

### ***Building Notice Application (cannot be used in all cases)***

A Building Notice application can be used in most cases except for:-

- \* Non-domestic work
- \* Work within 3m of a public sewer
- \* Erection of a Building Fronting onto a private street

The submission of plans are not required for a Building Notice application, however additional information maybe requested by the Building Control Officer and must be provided, examples of this are:-

- \* Loft Conversions – A set of structural calculations from a suitably qualified person
- \* Extensions – a block plan with a scale of 1:1250 must be provided in all cases

A Building Notice application must be submitted at least 48 hours prior to commencement on site,.

### ***How much will it cost?***

The cost will depend upon the type of work being undertaken and you should consult our tables for the appropriate fee, the tables are available from the appropriate office, via the appropriate website or by telephoning your local office.

### **Points to Remember**

- 1) Whatever option you choose, once building work is underway, and when notified, a Building Control Officer will visit site at various stages to check that the Building Regulations are being met. When notification is received and an inspection determines that the works are satisfactorily completed, we will issue a Certificate of Completion.
- 2) Once we have received your Building Regulations application, you normally have 3 years in which to commence the work, after this time you will need to re-apply.
- 3) Application forms and Fee Charges are available from visiting the appropriate office, web site or by telephoning the appropriate office.
- 3) Don't forget you may also need Planning Permission and you should contact the Planning Department at your local office.



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If you would like to receive this information in another language or in another format, such as large print, Braille or on an audio tape, please contact Administration at either of the offices shown above.

Please note that these guidance notes are for advice only and may not cover all situations. It is your responsibility to ensure that they are appropriate for use in your particular circumstances.