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| **Building Regulations.**  **Approval with Full Plans Guidance Notes.**  The Building Act 1984,  The Building Safety Act 2022, and  The Building Regulations 2010 (as amended). |

Find us online: [website](https://www.oxford.gov.uk/info/20150/building_control) | Send an email: [buildingcontrol@oxford.gov.uk](mailto:buildingcontrol@oxford.gov.uk) | Telephone Contact: 01865 252807

**This application form is for Approval with Full Plans only. Please read the following information in full before completing the form.**

**General Guidance**

Please note it is the owner of the building *and* their builder‘s responsibility to comply with the Building Regulations. Persons carrying out building work or making a change of use of a building are reminded that permission may also be required under the Town and Country Planning Act, Highways Act, Housing Act, Public Health Act, etc.

**This form cannot be used for building applications for higher-risk building work or stage of higher-risk building work or for work to existing higher-risk buildings. Application for building work to higher-risk buildings must be made to the Building Safety Regulator (BSR).**

**Charges & Quotations**

Please refer to the Building Regulation fees leaflets for a full list of charges of all types of Building Control applications. All of our charges & quotations will cover pre-application advice, plan check where applicable, all necessary site inspections and issue of electronic completion certificate.

Exemption from charges may be obtained where the works are solely for the beneﬁt of persons with disabilities living at the premises. Please provide a copy of the approved grant letter provided by Environmental Health or a letter from your Occupational Therapist indicating your disabilities and reason for the work.

If the application has not been inspected or information provided for 3 years, then a reactivation fee will be chargeable based on our standard hourly rate in our published Building Control Fees. Please also refer to the notes relating to the 15-year retention policy in the timescale notes below.

**Inspections Formal Notification of a Start on Site**

It is a legal requirement to give Building Control notice of your intention to start work, and to not start work until two days have passed since your notice to start work was given to Oxford City Council Building Control (Regulation 16(1), and to give notice of the required stages of work and to have these inspected by Building Control prior to covering up the work (Regulation 16(3)).

**Inspections of Work on Site**

Following receipt of your application you will be informed of the elements of the project we wish to inspect. Where further visits are requested by the applicant or builder, in addition to those specified within the receipt letter, or the Building Control Surveyor identifies necessary enforcement visits or additional site inspections outside the scope of the Building Control fee, a n additional fee of based on the published hourly fee rate per visit will be charged.

**Inspections – Formal Commencement of Work**

It is a legal requirement to give Building Control notice of when formal commencement of work on the application or each building if multiple buildings are on a single application has been achieved (Regulation 16(3C), this must be received by Oxford City Council not more than 5 days after the works are considered to be commenced by the person carrying out the work. The works must be inspected by Building Control prior to covering up the work (Regulation 16(3D)).

Notification of commencement must be given not more than five days after the date on which work is regarded as commenced. Please note: Inspections by Building control will be required prior to the commencement date. For example, start of work or excavation of foundations.

Commencement of work under Regulation 46A has different meanings depending on the type of work that is being undertaken:

1. **Complex buildings, these are:**
2. Building to be constructed on the same foundation plinth or podium as any other building or structure.
3. A building which has more than one storey below ground
4. A building which it is proposed use is primarily as a public building or a section of the public has access to the building provided the building has a capacity for 100 or more visitors. Refer to Regulation 46A(5) for definition of public building.

For complex buildings commencement will be the date at which foundations supporting the buildings and structure of the lowest floor level of that building (but not other buildings or structures supported by those foundations) are completed.

1. **Non-Complex Buildings or Horizontal Extension of a Building**

Commencement of these buildings will be the date at which the subsurface structure of the building or extension including all foundations, any basement level (if any) and the structure of ground floor level is complete.

1. **All Other Building Work**

Where the work consists of any other building work then work is to be regarded as commenced at the stage when the client considers 15% of the building work will be completed.

**Completion Certificates**

In accordance with Regulation 17 of the Building Regulations, following satisfactory completion, Oxford City Council shall within the specified period, issue an electronic Completion Certiﬁcate. A certificate given in accordance with this regulation shall be evidence (but not conclusive evidence) that the requirements specified in the certificate have been complied with.

Completion Certificates are unable to be provided where the Notice of Completion form (this is available on from the inspecting authority) has not been provided to the inspecting Local Authority not more than five days after that work has been completed on site in accordance with the information required under Regulation 16 paragraph (4A). Requirements of dutyholders and their competence can be found in Part 2A of the Building Regulations 2010 (as amended).

**Statutory Time Limits**

The statutory time period for notifying the applicant of the outcome of a decision is withing five weeks from validation of the application, if you do not wish to extend this period please amend Section 15 on this form.

An Approval with Full Plans Application submission shall cease to have effect three years after it has been deposited with the Local Authority unless Building Control has received the formal notice of the commencement of works (Regulation 16(3C) and have been carried an inspection before the expiry of that period (Regulation 16(3D). Where multiple buildings are contained on the same application each separate building must have submitted a notice of commencement and be inspected before the end of the three year period, otherwise the application expires for the remaining works not commenced, and a new Building Regulations Application and fee must be submitted for the remaining buildings.

Please note that Oxford City Council have a file retention policy of 15 years taken from the date of the last inspection or the last date of correspondence. If the Regularisation Certificate application has not been issued, we will not be able to finalise the certificate if it is outside of the 15 years from either the date of the last inspection or the last date information was provided to us in connection with the works. Please note that this 15-year retention policy also relates to us being able to answer retrospective questions and look at copies of information, as the records will not be able to be accessed after 15 years (of the last inspection, last date of correspondence, or the issue of a Regularisation Certificate).

**Electrical Installations**

Part P of the Building Regulations requires that all notifiable, domestic electrical installations are designed and installed to protect people against injury and fire. Where these works are carried out by an Approved Installer registered under the Government’s Competent Person Scheme a Building Regulation application is not required.

Where these works are carried out by an Installer qualified to inspect and test the work by issuing a BS7671 certificate, but not registered on a Part P Competent Person Scheme, a Building Regulation application is required and an administrative fee is payable. Proof of the electrician’s qualification will be required.

**Data Protection Policy**

We understand the importance of ensuring that personal data, including sensitive personal data is always treated lawfully and appropriately and that the rights of individuals are upheld.

We are required to collect, use, and hold personal data about individuals. Data is required for the purposes of carrying out our statutory obligations (including consulting with statutory bodies outside the Council) delivering services and meeting the needs of individuals that we deal with. This includes service users, members of the public, our business partners and other local authorities or public bodies. Should you have any questions about how Building Control use your data you can e-mail [buildingcontrol@oxford.gov.uk](mailto:buildingcontrol@oxford.gov.uk). Further details of this policy can be found on Oxford City Council’s website. We are fully committed to compliance with the requirements of the General Data Protection Regulation (GDPR) and are registered as a data controller with the [Information Commissioner’s Office](https://ico.org.uk/). Our registration number is **Z7925628**.

**Full Plans Applications**

Full Plans applications can be deposited for all building work but must be used for work to premises that are classed as a

relevant use or where erecting a building over a sewer. Relevant use means all premises other than a single dwelling unit

as defined by the Regulatory Reform (Fire Safety) Order 2005, and where Thames Water Utilities require a Build Over Agreement.

You must submit the application form, the relevant fee and two copies of detailed plans if required by Oxford City Council. Building Control will assess the information against the requirements of the Building Regulations, carry out any statutory consultations and communicate to you or your agent any areas that need addressing or where further information is required.

Building Control will carry out the designated number of site inspections during the construction period. You are allowed to start work before your application is approved, but it is deemed that you are *working at your own risk* and works not in accordance with the subsequent approved plans may require amending or removing.

Full plans will be approved, conditionally approved or rejected. Where a full plans application is withdrawn or rejected, no further charges are payable on re-submission of the application if it is the same proposed work. Once we have approved your plans you will receive an electronic approval notice.

**Building safety competence information for principal contractors and principal designers.**

Competency standard PAS 8671:2022 & PAS 8672:2022

* A client will need to appoint a principal designer and principal contractor to any building project that is likely to have more than one contractor.
* If a client fails to appoint anyone, principal designer and principal contractor responsibilities are retained by the client. For domestic clients (not part of a business activity), principal designer and principal contractor duties pass onto the designer and contractor most in control of these phases.
* Client, principal designer and principal contractor can be the same person or organization if they have the appropriate competencies. As clients will often bring in others to take on principal designer and principal contractor role, clients must take reasonable steps to satisfy themselves that the PD and PC has the necessary competence.
* Clients should also consider the principal designer and principal contractor history in relation to any previous enforcement action.

**Principal designer**

Under Building Regulations, a principal designer can be an individual or an organisation. They are a designer in control of the design work, and can be, for example:

* an architect.
* an engineer (structural and others).
* a surveyor.

**Principal contractor**

Under Building Regulations, a principal contractor can also be an individual or an organisation. A principal contractor is a contractor in control of the building work, and can be, for example:

* a construction company.
* an individual contractor.

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| **Building Regulations.**  **Approval with Full Plans Application Form.**  The Building Act 1984,  The Building Safety Act 2022, and  The Building Regulations 2010 (as amended).  **On completion of the form, please email to** [**buildingcontrol@oxford.gov.uk**](mailto:buildingcontrol@oxford.gov.uk) | | | | | | | | | |
| 1. **Is an application for Building Control Approval with Full Plans suitable?** | | | | | | | | | **Delete as**  **applicable.** |
| **a.** | **Is the building work etc., in relation to higher-risk building work?** An application for Building Control Approval with Full Plans cannot be granted by the local authority in such circumstances.Applications for building work to higher-risk buildings must be made to the Building Safety Regulator (BSR).  Higher Risk Building as defined in 120D of The Building Act 1984 | | | | | | | | [Yes/No] |
| **b.** | **Has any part of the work described in an initial notice been carried out and the initial notice has ceased to be in force?**  If so, [Regulation 22 of the Building (Registered](https://www.legislation.gov.uk/uksi/2010/2215/regulation/19) Building Control Approvers etc.) (England) Regulations 2024) (Local Authority powers in relation to partly completed work) applies. Compliance should be with the requirements of that regulation and an application for building control approval with full plans is not appropriate instead a reversion application form must be completed. | | | | | | | | [Yes/No] |
| **c.** | **Is the proposed work to an exempt building or exempt work?** An application for building control approval with full plans is not appropriate in these circumstances (unless by the nature of the works the building is no longer classed as an exempt building any longer, then in addition to the new work, you will also need to apply to convert the exempt building work into a controlled building/structure. | | | | | | | | [Yes/No] |
| **d.** | **Is the building work being carried out under a self-certification scheme or third-party certification scheme exempt for the requirement to apply for building control approval with full plans?** An application for building control approval with full plans is not appropriate in these circumstances. | | | | | | | | [Yes/No] |
| **If the response to all the above questions is ‘no’ then the submission of an application for building control approval with full plans is appropriate for the proposed work. Where the response is ‘yes’ for row 1a, an application should be made to the Building Safety Regulator. Where the response is ‘yes’ to any other row, an application for building control approval with full plans is not necessary for the work. For work in relation to row 1c where the building is no longer exempt, please contact the Building Control Team to discuss.** | | | | | | | | | |
| **e.** | **In the case of a new dwelling either of the following should be provided:**   * a statement should be included informing Local Authority Building Control whether or not any optional requirement applies to the building work, and if so which, or: * a statement that planning permission has not yet been granted for the work should be given, and that the information required above will be supplied before the end of a period of twenty-eight days beginning on the day after that permission is granted. | | | | | | | | [Included/Not applicable] |
| **f.** | **In the case of the erection of a dwelling, or a building that is to contain one or more dwellings, an application for Building Control Approval with Full Plans shall be accompanied by:**   1. particulars of any public electronic communications network in relation to which a connection is to be provided. 2. if an exemption in [Regulation 44ZB](https://www.legislation.gov.uk/uksi/2010/2214/regulation/44ZB) is proposed to be relied on, evidence in support of the exemption 3. if [Regulation 44ZC](https://www.legislation.gov.uk/uksi/2010/2214/regulation/44ZC) is proposed to be relied on: 4. evidence of the matters mentioned in R[egulation 44ZC(6)(a) and (b)](https://www.legislation.gov.uk/uksi/2010/2214/regulation/44ZC), and 5. if [paragraph RA1(1)(c)(i) or of Schedule 1](https://www.legislation.gov.uk/uksi/2010/2214/schedule/1) is also proposed to be relied on, evidence of the steps taken to establish whether, and if so where, a distribution point for a gigabit-capable public electronic communications network (as defined by [Regulation 44C](https://www.legislation.gov.uk/uksi/2010/2214/regulation/44C)) is likely to be installed, in a location relevant for the purposes of [paragraph RA(1)(c)](https://www.legislation.gov.uk/uksi/2010/2214/schedule/1), within the period of 2 years beginning with the day on which the application is given. | | | | | | | | [Included/Not applicable] |
| **Further Information.** | | | | | | | | | |
| **g.** | **An application for Building Control Approval with Full Plans must be accompanied by:**   * two copies of the full plans, * or where Part B of Schedule 1 (fire safety) imposes a requirement in relation to proposed building work, four copies of the full plans (this does not apply where the proposed building work relates only to the erection, extension or material alteration of a dwelling-house or flat). | | | | | | | | |
| **h.** | **Plans are only full plans if they consist of:**   * 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 * the plans, particulars and statements required by paragraphs (1), (1A) and (2) of Regulation 13 * 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 * any other plans which are necessary to show that the work would comply with these Regulations. * See guidance notes above for statements on competency for Lead Designer. | | | | | | | | |
| **2. Applicant details** | | | [Enter name]  [Enter address]  [Enter postcode] | | | | [Enter phone number]  [Enter email address] | | |
| **3. Clients details (where different from the applicant)** | | | [Enter name]  [Enter address]  [Enter postcode] | | | | [Enter phone number]  [Enter email address] | | |
| **4. Principal Contractor/Sole Contractors details (where known) (see guidance notes above)** | | | [Enter name]  [Enter address]  [Enter postcode] | | | | [Enter phone number]  [Enter email address] | | |
| **5. Principal Designer/Sole or Lead Designer details (see guidance notes above)** | | | [Enter name]  [Enter address]  [Enter postcode] | | | | [Enter phone number]  [Enter email address] | | |
| **6. Location of the site to which the building work relates** | | | [Enter address]  [Enter postcode]  (Please note that separate application forms are required for each property address, even if building work is on adjacent site). | | | | | | |
| **7. Existing building** | | Current use: | | | | [Enter current use] | | | |
| Current use of each storey: | | | | [Enter the current use of each storey] | | | |
| The height of the building: | | | | [Enter the height of the building] | | | |
| The number of storeys in the building as determined in accordance with Regulations 6 of the Higher-Risk Buildings (Descriptions and Supplementary Provisions) Regulations 2023: | | | | [Enter the number of stories] | | | |
| **8. Proposed Works:** | | Intended use of the building: | | | [Enter intended use of the building] | | | | |
| Intended use of each storey: | | | [Enter the intended use of each storey] | | | | |
| The height of the building: | | | [Enter the height of the building] | | | | |
| The number of storeys in the building as determined in accordance with Regulations 6 of the Higher-Risk Buildings (Descriptions and Supplementary Provisions) Regulations 2023: | | | | [Enter the number of stories] | | | |
| The provision to be made for the drainage of the building: | | [Details of where the any foul drainage is to discharge to]  [Details of where the any surface drainage is to discharge to] | | | | | |
| 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: | | [Information to show how this is to be complied with] | | | | | |
| **9. Description of works** | | | [Please enter the description of works you intend to carry out. The description should include all elements of work you intend to carry out as part of this application. Please note that if the description is later found to be missing elements of the work that these will be charged for separately once Building Control has assessed the full scale of the project] | | | | | | |
| **10. Commencement (See guidance notes for an explanation)** | | State the date when the proposed 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 | | | | | | [DD/MM/YYYY] | |
| State the date when the proposed 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) 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.  [Enter details of the work amounting to 15%] | | | | | | [DD/MM/YYYY] | |
| **11. Further Information:** | | | | | | | | | |

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| 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] |
| Are all notifiable electrical installations to be carried out by a registered competent electrical installer (Part P)? | | | | [Yes/No] |
| Are all replacement windows being installed by a registered competent window installer? | | | | [Yes/No] |
| Do you have any planning conditions which may influence building control. Common conditions include Flood Alleviation (Part C), Internal Noise (Part E) (Part F), Sustainable Urban Drainage (Part H), Energy Performance (Part L) (Part O), and Parking / EV Charging (Part S)? If “yes”, please state those conditions below. | | | | [Yes/No] |
| [Enter planning conditions if applicable] | | | | |
| Do you have any planning conditions relating to water consumption (Part G) or disability access (Part M). If “yes”, please state those conditions below. | | | | [Yes/No] |
| [Enter Part G/Part M conditions if applicable] | | | | |
| Is the property to be used as a House in Multiple Occupation (HMO)? | | | | [Yes/No] |
| If “yes” to the above, how many people will occupy the HMO? | | | | [Number] |
| **12. Charges (please see separate guidance table, and fill in the relevant columns below for your calculation). Please see section 10 of this form for payment options.** | | | | |
| **Schedule 1 Fees:**  New dwellings and converted dwellings. | **Schedule 2 Fees:**  New domestic buildings and extensions. | **Schedule 3 Fees:**  Structural, other alterations, and works to non-domestic properties. | | |
| **Number of houses and/or flats:**  [Enter number of houses/flats] | **Extension floor area:**  [XX] m² | **What is the estimated cost of these works?**  [£ Enter estimated cost] | | |
| **Total Schedule 1 Fee:**  [£ Enter fee] | **Garage/store floor area:**  [XX] m² | **Total Schedule 3 Fee:**  [£ Enter fee] | | |
| **Loft conversion floor area:**  [XX] m² |
| **Garage conversion floor area:**  [XX] m² |
| **Energy Efficient Improvements (not Competent Persons Schemes) (a charge is payable for each type of energy efficient improvements):**  [£ Enter fee] |
| **Total Schedule 2 Fee:**  [£ Enter fee] |
| **Fee quoted schemes:** please attach your fee-quote email from Oxford City Council Building Control to your application with your submission.  [£ Enter fee] | | | | |
| **13. Payment options. To allow us to process your application as swiftly as possible, please select one of the below options for payment.** | | | **Please enter “X” to select your preferred option** | |
| 1. I don’t know what fee to pay, or know what fee to pay and would like to pay by phone: please call me. | | | | [ ] |
| 1. Who should we call to discuss/ collect the fee? | | | |  |

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| Name [Insert name here] | Number [Insert number here] | Email\* [Insert email address here]  \*We will email you a fee reminder if we cannot reach you by phone. |

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| 1. I will pay my fee by BACS transfer when I submit my application (details at <https://www.oxford.gov.uk/info/20150/building_control/1296/pay_for_a_building_control_application> ) and email [buildingcontrol@oxford.gov.uk](mailto:buildingcontrol@oxford.gov.uk) to confirm I have paid.   When making a BACS payment, if you do not have a reference number for your application, please use the suffix BLDCTRL followed by the first line of your address, e.g., BLDCTRL 1 Apple Rd. | | | | | | | | [ ] |
| 1. I want to be invoiced for this fee (applicable only to for fees over £1,500). If selecting this option, please provide details as below. All details should be for one individual/company, and we are unable to provide duplicate/copy invoices: apologies for any inconvenience caused. | | | | | | | | [ ] |
| [Insert name of individual/company responsible for payment here] | | [Insert address of individual/company responsible for payment with postcode here] | [Insert email address of individual/company responsible for payment here] | [Insert phone number of individual/company responsible for payment here] | | | [Insert purchase order number if applicable] | |
| **14. 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 works to which those plans relate starts. | | | | | | | [Yes/No] | |
| **15. 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 charges may become payable should changes in the design be made over what the building control consider to be a minor amendment to the works, or if the number of site inspections requested or are required to deal with issues on site exceed the number that the building control have allowed for within the fee schedule for the works or in the fee quotation.  I/we apply for Building Control Approval with Full Plans as described on this form and as detailed on any supplementary documents.  I agree to an extension of the statutory time period from 5 weeks to 8 weeks\*  \*Please strike through if this extension of time is not agreed. | | | | | | | |
| **Signature of applicant (where the applicant is not the client):** | [Please enter electronic signature or type your name] | | | | **Date:** | [DD/MM/YYYY] | | |
| **16. Declaration:** | 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):** | [Please enter electronic signature or type your name] | | | | **Date:** | [DD/MM/YYYY] | | |