

OXFORD BUILDING CONTROL SERVICES

The Building Act 1984 & The Building Regulations

(A) Full Plans Application (B) Building Notice

PLAN NO.

www.oxford.gov.uk



If the form is unfamiliar please read the guidance notes or consult the Building Control Division who will be pleased to help.

1 Applicant's details (BLOCK LETTERS PLEASE)
FULL NAME AND ADDRESS of owner of property
and **to whom the invoice for inspection fee will be sent**
(Full Plans only). If Limited Company, give full title and
registered office of company. If it has been agreed that
**another party is liable for this charge please state to
whom the invoice should be sent.**

.....
.....
.....
Postcode: Telephone No.....
Fax No.....
Email address:

2 Agent's details (if applicable) (BLOCK LETTERS PLEASE)
FULL NAME AND ADDRESS

.....
.....
.....
Postcode: Telephone No.....
Fax No.....
Email address:

3 Location of building to which work relates
Address:

4 Proposed work
Description:

NOTE: Buildings put to "Relevant Use" see Notes over

5 Electrical installations
(Please read note 5 overleaf before completing). Are all proposed notifiable electrical installations to be carried out by a
designated competent electrical installer? YES NO (**must be completed**)

6 When do you propose to commence work?

7 Building Regulation Charges (See details overleaf) Please tick relevant box
I wish to pay by:
Cheque (**Payable to OXFORD CITY COUNCIL**) Credit/Debit Card On-line
Preferred method of communication
Letter Email Fax/Tel VAT Registration No. 195 4577 18

Applicable Building Regulation Charge (Refer to fee information overleaf & fill in those fields below which apply to the relevant Schedule)
Schedule 1: Number of dwellings Fee inc. VAT £
Schedule 2: Extensions, conversions & other alterations (Nos:1-14). Floor Area (m²) Fee inc. VAT £
Schedule 3: Estimated cost of works (up to £100k, Nos. 1-6) Fee inc. VAT £

A FULL PLANS APPLICATION (Please see note over page)
Submitted in accordance with Regulation 12(2)(b) and is accompanied by the appropriate charge.

Do you wish the plans to be passed subject to conditions Yes or No

Name (Print): Signature: Date:

B BUILDING NOTICE (Please see note over page)
Submitted in accordance with Regulation 12(2)(a) and is accompanied by the appropriate fee.

Name (Print): Signature: Date:

DATA PROTECTION - Please note that information given on this form will be recorded on computer, and is subject to the provisions of the Data Protection Act, and the terms of the Council's registration

Guidance Notes for Full Plans Applications

Full plans applications can be used for work to dwellings, but must be used for work to premises that are put to a **relevant use**. **Relevant use** means all premises other than a single dwelling unit as defined by the Regulatory Reform (Fire Safety) Order 2005.

This type of application requires you to submit the application form, the relevant fee and two copies of plans and supporting details showing exactly how your proposal will be constructed. We will assess the information against the requirements of the Building Regulations, carry out any consultations and communicate to you or your agent any areas that need addressing or where further information is required. We will carry out 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.

The main advantage of this form of application is the comfort of having an approved plan to work with, which when followed will satisfy the requirements of the Building Regulations. In addition, more accurate costing can be achieved when you are considering which building contractor to use and the approved plans may assist in forming a contract with your builder.

Plans are often submitted by an Architect or designer who understands the level of detail required, although some applicants produce drawings and details themselves. A professional quality submission is likely to lead to a faster turn around on your application.

The Local Authority must reach a decision on your application within 8 weeks of submission. It is our intention to provide an initial response within 15 working days.

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 substantially the same work.

Where you submit a full plans application for a large project and are unlikely to start work straight away, you can request to pay your full plans fee in two stages. 50% of the fee is payable on application and the remaining 50% payable when works commence on site, but please contact the office to discuss this prior to submitting your application 01865 252860 or buildingcontrol@oxford.gov.uk

Please note it is the owner of the building *and* their builder's responsibility to comply with the Building Regulations

A completion certificate is issued upon satisfactory completion of the works.

Guidance Notes for Building Notice Applications

Building notice applications can only be used for works to domestic dwellings and not where the premises are put to a **relevant use**. It is advised they are only used for minor works.

When used for the erection or extension of a dwelling a site plan of 1:1250 scale, showing the position of the building or building as extended, the property boundaries and width and positions of adjoining streets, must be submitted.

This type of application requires you to submit the application form, the relevant fee and any drawings and technical information you may have. Although drawings and details are not always required, the Local Authority can request such details be supplied when considered necessary, *for instance structural engineer's calculations and details for structural alterations*.

Building notice applications do not receive a formal approval and any details submitted are not approved by the Local Authority. Therefore this application process places a greater emphasis on the owner and builder to know what they must do to achieve compliance with the Building Regulations. The owner and builder must ensure that the Building Control Surveyor is allowed to inspect all relevant work. Without approved plans and details situations can arise where works have to be amended or removed.

Please note it is the owner of the building *and* their builder's responsibility to comply with the Building Regulations

A completion certificate is issued upon satisfactory completion of the works.

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 of £102.50 plus VAT is payable. Proof of qualification will be required.

Where these works are undertaken by a person who cannot issue BS7671 certification (DIY installation), a Building Regulation application is required. The Local Authority will arrange for inspection and testing of the installation and a fee of £500 plus VAT is payable.

You are strongly advised to use an electrical contractor registered under the Part P Competent Person Scheme.

General Guidance Notes for Building Regulations Applications

When the proposed work includes more than one extension to a single building the floor areas may be aggregated.

With the exception of regularisation charges, all fees are subject to VAT at the appropriate rate.

Exemption from charges may be obtained for works to dwellings for the benefit of persons with disabilities. Please contact the office to discuss this prior to submitting your application 01865 252860 or buildingcontrol@oxford.gov.uk.

Please note that building work subject to the Building Regulations may also require planning consent, if you are unsure please contact the office 01865 252860 or developmentcontrol@oxford.gov.uk

For further information about the Building Regulations and Building (Local Authority Charges) Regulations 2010 contact Oxford Building Control Services, Ramsay House, 10 St Ebbes Street, Oxford, OX1 1PT - 01865 252860 or buildingcontrol@oxford.gov.uk

Building Control Fees – 1st January 2011

Schedule 1

Charges for the creation of or conversion to new dwellings

Number of Dwellings	Building Control Fee	
	Exc VAT	Inc VAT
1	£638.30	£766
2	£851.07	£1,021
3	£1,063.83	£1,277
4	£1,234.05	£1,481
5	£1,404.26	£1,685
6	£1,574.47	£1,889
7	£1,744.69	£2,094
8	£1,914.90	£2,298
9	£2,085.11	£2,502
10	£2,255.32	£2,706

Please contact the office for a quotation for developments comprising more than ten dwellings or where dwellings are identical to discuss the fee - 01865 252807 or buildingcontrol@oxford.gov.uk

For information about the LABC New Home Warranty Scheme contact - 0845 054 0505 or www.labcnhw.co.uk

Schedule 2

Charges for extensions, conversions and other alterations

Type of Work		Building Control Fee	
		Exc VAT	Inc VAT
1	Erection/extension of a detached or attached garage with a floor area not exceeding 60m ²	£208.34	£250.00
2	Extension with a floor area not exceeding 10m ²	£379.17	£455.00
3	Extension with a floor area between 10m ² – 40m ²	£485.84	£583.00
4	Extension with a floor area between 40m ² – 60m ²	£587.50	£705.00
5	Extension with a floor area between 60m ² – 100m ²	£638.34	£766.00
6	Loft conversion	£442.50	£531.00
7	Basement conversion/works	£442.50	£531.00
8	Multiple work (eg extension & basement/loft conversion/works) up to £100,000	£775.00	£930.00
9	Conversion of garage to habitable space	£208.34	£250.00
10	Re-covering of roof / upgrade of thermal elements	£128.34	£154.00
11	Replacement windows/doors	£102.50	£123.00

For detached buildings ancillary to the dwelling, refer to the same size extension.

Please note some detached, non-habitable buildings less than 30m² in floor area may be exempt from control under the Building Regulations.

12	Conversion of previously exempt buildings to habitable accommodation	£208.34	£250.00
13	Installation of solar panels or PV arrays on the roof	£102.50	£123.00
14	DIY Electrical Installations	£500.00	£600.00

Guidance Note

Structural work to open an extension to the existing dwelling and associated electrical works are included in the above fees. However, where the project includes other works not directly associated with the extension or conversion, an additional charge may be required from schedule 3. For instance the installation of a ground floor WC or shower room elsewhere within the existing dwelling would be subject to a fee in addition to that required for the extension/conversion.

Conservatories – please note conservatories under 30m² floor area (that meet the required glazing amounts of 75% of the roof and 50% of the walls) are exempt from control under the Building Regulations. However where the conservatory is to be open to the existing dwelling house and/or where heating from the existing dwelling house is extended into the conservatory, it would no longer be exempt and an application for the same size extension would be required.

Site Inspections

Following receipt of your application you will be informed of the statutory notification stages for inspections. The fees have been based on an estimated amount of work involved in assessing compliance with the Building Regulations. Where visits are requested by the applicant or builder in addition to the statutory notifications, an additional fee of £54 per visit may be requested.

Schedule 3

Works not listed in schedules 1 or 2

i.e. structural alterations, refurbishments, internal alterations...

Estimated cost of works	Building Control Fee	
	Exc VAT	Inc VAT
1 £0 - £5000	£225.00	£270.00
2 £5001 - £10,000	£280.84	£337.00
3 £10,001 - £20,000	£408.34	£490.00
4 £20,001 - £50,000	£536.67	£644.00
5 £50,001 - £75,000	£766.67	£920.00
6 £75,001 - £100,000	£1,020.84	£1,225.00

For works costing more than £100,000 please contact the office for a fee quotation - 01865 252807 or buildingcontrol@oxford.gov.uk.

Guidance Note: Your estimated cost of works should be based on the elements subject to control under the Building Regulations; therefore it should exclude professional fees (architects, surveyors, structural engineers, etc), decoration, furniture, fittings and landscaping. When using schedule 3, if you feel your estimated cost of works would demand an unreasonable Building Control fee when compared to the extent and type of work to be undertaken, please contact the office to discuss this prior to submitting your application.