

Civic Centre, Home Gardens, Dartford, Kent DA1 1DR
Customer Services: 01322 343434
E-mail: building.control@dartford.gov.uk

Building Act 1984
The Building Regulations 2010 (as amended)
Building Safety Act 2022
The High Risk Buildings (Descriptions and
Supplementary Provisions) Regulations 2023

This form is to be filled in by the person who intends to carry out building work or agent. If the form is unfamiliar please read the notes below or consult the office indicated above. Please use BLOCK CAPITALS.

1. Applicant details (see note 1)

Title		First name		Last name	
House no/		Building name			
Street		Town			
Postcode		Phone			
Mobile		Email			

2. Agent details (where different from the applicant)

Title		First name		Last name	
House no/		Building name			
Street		Town			
Postcode		Phone			
Mobile		Email			

3. Principal contractor/Sole Contractor details (where known, see note 15)

Title		First name		Last name	
House no/		Building name			
Street		Town			
Postcode		Phone			
Mobile		Email			

4. Principal Designer/Sole or Lead designer details (see note 15)

Title		First name		Last name	
House no/		Building name			
Street		Town			
Postcode		Phone			
Mobile		Email			

5. Location of the building to which the work relates (please include the postcode)

Address:	
----------	--

6. Proposed Works (Please provide a detailed description below)

If new building or extension please state proposed use (use of each storey if applicable, use separate sheet if necessary)			
Height of building (after proposed work)		Number of storeys (after proposed work) (see note 6)	
If Existing Building (state current use)			
Is the building a building to which the Regulatory Reform (Fire Safety) Order 2005 (as amended) applies or will apply after completion of the building work? (see note 5)			YES / NO

6. Requirements (see note 7)

Do you consent to the plans being passed subject to further requirements where appropriate?	YES / NO
---	----------

Why not Pay over the phone? Call 01322 343434 to use this facility.

7. Fees (see note 8 for information)					
If Table 1 work please state the total number of dwellings:					
If Table 2 please state floor area:					m ²
If Table 3 work please state the estimated cost of work excluding VAT:					
Plan fee	£		VAT	£	Total: £

8. Additional information	
Any encroachment of works on adjoining property?	
If the work is for the benefit of a disabled person, please give documentary evidence: (see note 11)	

9. Declaration	
I agree to give the Council a period of two months within which to determine the plans (see note 10)	YES/NO
This is an application for building control approval with full plans submitted in accordance with Regulation 12(2)(b) and is accompanied by the appropriate fee. I understand that further fees will be payable following the first inspection by the Local Authority.	
Name:	Signature:
	Date:

10. Start of Works
Notification must be submitted to the building control body at least two days before the duty holder intends to start work.
Date:

11. 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.
Date:

DATA PROTECTION: For further details of how we process your personal information and for details on your additional rights, please refer to our [Corporate Privacy Notice](#) and [Building Control Services - Privacy Notice](#).

Guidance Notes

1. The applicant is the person on whose behalf the work is being carried out e.g. the building's owner.
2. Two copies of this notice should be completed and submitted with plans, site location plan and particulars in duplicate in accordance with the provision of Building Regulation 14. Subject to certain exceptions where Part B (Fire Safety) imposes a requirement in relation to proposed building work, two further copies of plans which demonstrate with the requirements should be deposited.

Fees: Subject to certain exceptions a Full Plans submission attracts fees payable by the person by whom or on whose behalf the work is to be carried out. Fees are payable in two stages. The first fee must accompany the deposit of plans and the second fee is payable after the first site inspection of work in progress. This second fee is a single payment in respect of each individual building, to cover all site visits and consultation which may be necessary until the work is satisfactorily completed. Table 1 prescribes the plan and inspection fees payable for small domestic buildings. Table 2 prescribes fees payable for small alterations and extensions to a dwelling home, and the addition of a small garage or carport. Table 3 prescribes the fees payable for all other cases the appropriate fee is dependant upon the type of work proposed. Fee scales and methods of calculation are set out in guidance notes on fees which are available on request.

4. **Public sewer connections:** Subject to certain provisions of the Public Health Act 1936 owners and occupiers of premises are entitled to have their private foul and surface water drains and sewers connected to the public sewers, where available. Special arrangements apply to trade effluent discharge. Persons wishing to make such connections must give not less than 21 days notice to the appropriate authority (Thames Water/Southern Water).
5. **Certifiable premises:** The Regulatory Reform (Fire Safety) Order 2005 applies to all premises that are 'workplaces'. It also applies to the common (shared) areas of residential buildings such as flats, hostels, and care homes.

'Workplace' includes any premises or parts of premises, not being domestic premises, used for the purpose of an employer's understanding and which are made available to an employee as a place of work.

6. 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](#)
7. Section 8 of the Building Regulations etc. (Amendment) (England) Regulations 2023 the local authority can grant an application with requirements. The requirements may specify modifications that must be made in the full plans or that further plans shall be required.

8. A fee is usually payable to contribute towards the cost of site inspections, being a single payment which covers all necessary site visits until satisfactory completion of the work in accordance with the Building Regulations.

☐ **Fees:** The Building Notice fee is calculated in accordance with current fees regulations and is payable at the time of submission. Guidance notes on fees are available on request.

Table 1 prescribes the plan and inspection fees payable for small domestic buildings. Table 2 prescribes the fees payable for small alterations and extensions to a dwelling house, and the addition of a small garage or carport. Table 3 prescribes the fees payable for all other cases.

9. Subject to certain provisions of the Public Health Act 1936 owners and occupiers of premises are entitled to have their private foul and surface water drains and sewers connected to the public sewers, where available. Special arrangements apply to trade effluent discharge. Persons wishing to make such connections must give not less than 21 days notice to the appropriate authority.
10. These notes are for general guidance only, particulars regarding the submission of applications for approval Full Plans, as detailed in the Building Regulations 2010 and Building Regulations etc. (Amendment) (England) Regulations 2023 and the Council's adopted fee scheme.
11. Persons proposing to carry out building work or make a material change of use of a building are reminded that permission may be required under the Town and Country Planning Acts.
12. Further information and advice concerning the Building Regulations and planning matters may be obtained from Dartford Borough Council (see overleaf for details).
13. This Building Notice shall cease to have effect from three years after it is given to the Local Authority unless the work has been commenced before the expiry of that period.
14. A principal contractor or designer must have –
 - (a) where the person is an individual, the skills, knowledge, experience and behaviours necessary,
 - (b) where the person is not an individual, the organisational capability, to fulfil the duties of a principal contractor/designer under these Regulations in relation to the building work included in the project.