

<b>For Office Use Only</b>	<b>Charge Received</b>	<b>Receipt No</b>	<b>Date Received</b>	<b>Building Regulations No.</b>
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The Building Act 1984, The Building Regulations 2010 (as amended)

**Full Plans**

**Building Notice**

**Regularisation**

Please tick relevant box



**Economy and Environment**

**Building Control Services**

PO Box 51, Halifax, HX1 1TP

website: [www.calderdale.gov.uk/buildingcontrol](http://www.calderdale.gov.uk/buildingcontrol)

Email: [building.control@calderdale.gov.uk](mailto:building.control@calderdale.gov.uk)

Payment can be made by cash, cheque (payable to Calderdale Council), debit or credit card

Tel: (01422) 392291 Fax: (01422) 392203

Answerphone Service when our Offices are closed

The form is to be filled in by the person who intends to carry out building work or his/her agent. Please type or use block capitals. Please read carefully the notes for guidance.

**If you need help to use this form or would like an alternative format please contact us.**

<p><b>Applicant's Details</b></p> <p>Forename: _____ Surname: _____</p> <p>Address: _____</p> <p>Tel: _____ Fax: _____ Email: _____</p>	<p>Contact Name: _____</p> <p>Postcode: _____</p>
<p><b>Agent's Details</b> (if applicable)</p> <p>Name: _____</p> <p>Address: _____</p> <p>Tel: _____ Fax: _____ Email: _____</p>	<p>Contact Name: _____</p> <p>Postcode: _____</p>
<p><b>Location of building to which work relates</b></p> <p>Address: _____</p> <p>Postcode: _____</p>	
<p><b>Proposed Work</b> (or work carried out)</p> <p><b>Description:</b> _____</p> <p>_____</p> <p>_____</p> <p>Date of Commencement: _____</p>	
<p><b>Use of building</b></p> <p>1. If new building or extension please state proposed use : _____</p> <p>2. If existing building state present use: _____</p> <p><b>NOTE:</b> Buildings other than single dwellings will require consultation with the Fire Service consequently <b>3</b> copies of plans should be provided.</p>	
<p><b>Additional Information</b></p> <p>1. Has Planning Permission been granted? (*Please tick relevant box) <input type="checkbox"/> Yes <input type="checkbox"/> No* Plan No. _____</p> <p>2. Is the source of water to the building from the mains / a private supply / a well?*</p> <p>3. Is the foul water to be drained to the foul sewer / cess pool / septic tank / packaged treatment plant?*</p> <p>4. Is the surface water to be drained to the sewer / soakaway / water course / Sustainable Urban Drainage System?*</p> <p><i>*Delete as applicable</i></p>	

### Details for Yorkshire Water

1. Is the proposed building footprint within 3m of a drain/sewer that is greater than 225mm diameter and or greater than 3m in depth?  Yes  No\*
2. Is the proposed building footprint understood to be over a gully, inspection chamber or manhole?  Yes  No\*
3. Does the proposed building footprint cover more than 8m of a drain/sewer?  Yes  No\*

Should the answer be 'YES', to any of the above, consultation with Yorkshire Water will be required and subsequently a Full Plans application will be required. Work should not commence until this consultation and a response from Yorkshire Water has been received.

Contact details for Yorkshire Water – Tel: 0845 120 8482 or email [new.development.scheduler@yorkshirewater.co.uk](mailto:new.development.scheduler@yorkshirewater.co.uk)

(\*Please tick relevant box)

**Estimates** (see Guidance Note on Charges for information) \_\_\_\_\_

Please ensure this form is accompanied by an estimate of the cost of the work (unless new houses or domestic extension)

Total Floor area of any new building or extension: \_\_\_\_\_

**Fees** (see Guidance Note on Charges for information)

Where applicable will the Inspection Charge be paid by the **Applicant\*/Agent\***

#### Full Plans

Plan Charge £ \_\_\_\_\_ plus VAT £ \_\_\_\_\_ Total £ \_\_\_\_\_

Inspection Charge £ \_\_\_\_\_ plus VAT £ \_\_\_\_\_ Total £ \_\_\_\_\_

#### Building Notice

Building Notice Charge £ \_\_\_\_\_ plus VAT £ \_\_\_\_\_ Total £ \_\_\_\_\_

**Regularisation** - Charged on an individual basis, please contact Building Control Services, telephone 01422 392291 for details of the charge.

Regularisation Charge £ \_\_\_\_\_ (No VAT is payable) Total £ \_\_\_\_\_

#### Statement

This notice is given in accordance with Building Regulation 2010 as amended and is accompanied by the appropriate plans (where applicable) and charge. I understand that further charges may be payable following the first inspection by the local authority.

\*(Full Plans Submissions only) If necessary I agree to an extension of the prescribed period for the determination of the application up to a maximum 2 months from the date of deposit.

\*(Full Plans Submissions only) I consent to the plans being passed subject to conditions where appropriate.

*\*delete if not applicable*

Name: \_\_\_\_\_ Signature: \_\_\_\_\_ Date: \_\_\_\_\_

#### Notes and guidance

##### 1. Submission options

You may choose to use either 'Full Plans' or 'Building Notice' option. However, the 'Building Notice' option cannot be used where:

- a) the building is or contains a 'workplace' under the Regulatory Reform (Fire Safety) Order 2005 which includes offices, shops, factories and hotels. With these types of buildings consultation with the fire authority is required.
- b) the building work is over a public sewer.

**Full plans submission** - It is the agent's duty to inform the applicant of their inspection charge liability and the full name and address of the applicant must be supplied for invoicing purposes.

##### 2. The Party Wall etc Act 1996

If your proposals involve works to, or near to, a party wall or boundary, The Party Wall etc Act 1996 may apply to you. Details are available on line at [www.communities.gov.uk/publications/planningandbuilding/partywall](http://www.communities.gov.uk/publications/planningandbuilding/partywall)

*Whilst any personal information provided by you on this form will be treated in accordance with the Data Protection Act 1998 it may be used by the Council for data sharing, detection and prevention of fraud.*

