

### 1 Submission Details

Do you wish to submit a 'Full Plans'  a 'Building Notice'  or 'Regularisation Application'  please tick as appropriate  
Please read Notes and Guidance section on page three

### 2 Address where building work is to be carried out

Postcode

### 3 Full Description of the Work –

Commencement date if known:

No. of storeys:

### 4 Applicant's Details – Please give the FULL name, postal address and daytime telephone/fax numbers/email.

Forename: Surname:

Address:

Post Code:

Email:

Tel:

Fax:

### 5 Agent's Details (if applicable) – Please give details of the person dealing with the project.

Name:

Address:

Post Code:

Email:

Tel :

Fax :

### 6 Builders Details – Please provide company name and address and telephone number

Name:

Address:

Post Code:

Email :

Tel :

Fax :

### 7 Use of building

1. State present use:

2. State proposed use:

State whether the building is a workplace and is subject to the provisions of the Regulatory Reform (Fire Safety) Order 2005:

### 8 Previous applications

Is this a re-submission for this project?

Reference number:

Has planning permission, listed building and/or  
conservation area consent been applied for?

Reference number:

### 9 Prescribed Period – (Full plans submissions only)

The Building Act allows five weeks to give a decision on a 'full plans' submission. Our aim is to process every submission as soon as possible. In some cases we may require more information from you. To allow you time to obtain this information, we suggest that you agree to the extension of the five week period to two months. **It will not delay our processing of your application.**

Do you consent to an extension of time?

### 10 Conditions – (Full plans submissions only)

Do you consent to the plans being passed subject to conditions where appropriate?

**11 Electrical Installations in dwellings.**

Please provide details of the electrical installation work to be carried out in the dwelling. This should include details of the proposed work, the location of the work, the proposed materials and the proposed method of installation.

Supplementary form attached and completed

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**CO<sub>2</sub> Emission Rate Calculations (see Regulation 27 of the Building Regulations 2010)**

**12**

Required for new build dwellings, non-domestic new build and non-domestic extensions over 100m<sup>2</sup> and greater than 25% of total useful floor area

Please include a copy of relevant design statement/calculations. Are these items included

**13**

Please indicate your preferred method of contact relating to this application

Applicant

Post

E-Mail

Post

If you have chosen E-Mail as your preferred option please ensure you enter a valid E-Mail address below  
Applicant Email: Agent Email:

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**14 Charges – Please make cheques payable to Cardiff County Council.**

Please enter information regarding the charges here. If you have received a written quote please enclose it with your application.

Full Plans Applications  
Submission Charge Inspection Charge Building Notice Charge Regularisation Charge

Table A

Table B

Table C

Table D

Table E

Totals

Where the work is for the benefit of a disabled person you may wish to apply for disabled Exemption. Please note that proof of disability may be required.

I wish to be considered for disabled person's exemption

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**15 The data protection act 1998**

"The Council has a legal obligation under the Data Protection Act 1998 to ensure that all information held and processed about you complies with the Principles of the Act. The Act requires all personal information to be treated in the strictest confidence and to be used only for the purpose(s) specified. Disclosures will only be made where the law permits."

**Statement**

This notice is given in relation to the building work as described, in accordance with Building Regulation 12 (2) (a) or (b) or Regulation 18 and is accompanied by the appropriate payment. I/We understand that further charges may be payable following the first inspection by the local authority.

Name:

Signature:

Date

## 16 Notes and Guidance

This form will usually be acceptable for submission to any Local Authority in England and Wales.

**1. Submission options.** You may choose to use the 'full Plans' or 'Building Notice' option. However, the 'Building Notice' option cannot be used where:

- a) The building is subject to the provisions of the Regulatory Reform (Fire Safety) Order 2005 which requires Building Control to consult with the fire authority.
- b) The building work is over or near a public sewer.
- c) The proposed new dwelling fronts onto a private street

**The following information must be submitted together with one completed copy of this form and the appropriate fee.**

### Full Plan Applications:-

Full constructional specification and details of plans. The full name and address of the owner of the property.

### Building Notice Applications:-

In the case of a Building Notice, a site plan and other particulars in accordance with Regulation 13. The full name and address of the owner of the property. Additional information may be required

### 2. Address of the site/premises.

If a precise address has not yet been allocated please provide an accurate description for location purposes. We will also use this information to determine the location of any public sewers. You cannot build over, or close to, a public sewer without the consent of the Public Water Utility Company.

## General Information

### 1. 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. A copy of the guidance can be found at [www.gov.uk/party-wall-etc-act-1996-guidance](http://www.gov.uk/party-wall-etc-act-1996-guidance)

### 2. Completion Certificates.

The issuing of a Completion Certificate can only be carried out when all safety certificates have been received and the appropriate charge has been paid in full.

### 3. Regulations.

These notes are for general guidance only; particulars regarding the deposit of Full Plans are contained in Regulation 14 and Building Notice in Regulation 13 of the Building Regulations and, in respect of charges, in the Building (Local Authority Charges) Regulations 2010

**For further information or advice on Building Regulation matters please contact:**

Cardiff County Council, Building Control, County Hall Cardiff, CF10 4UW

Telephone: (029) 223 30381/30382/30383

E-mail: [buildingcontrol@cardiff.gov.uk](mailto:buildingcontrol@cardiff.gov.uk), Internet: [www.cardiff.gov.uk/buildingcontrol](http://www.cardiff.gov.uk/buildingcontrol)

## Complaints, Comments and Compliments

Cardiff Council is constantly improving its services, so if you have an idea, a compliment, a problem or a complaint we'd like you to tell us. We receive letters of appreciation and suggestions as well as complaints. These help the Council to provide services that meet your needs and reflect your views wherever possible. If you wish to make a suggestion or in the unfortunate event you feel you have need to make a complaint please contact us by any of the above methods. All complaints are processed in accordance with the Councils Corporate Complaints Policy.

**IMPORTANT : PLANS OR NOTICES MUST BE SUBMITTED TO THE COUNCIL UNDER THE BUILDING REGULATIONS AND ANY NECESSARY PLANNING PERMISSION OBTAINED (If you haven't already done so you are advised to contact Development Control Tel: 029 2233 0800), BEFORE ANY WORK ON SITE IS COMMENCED.**

**PART P - ELECTRICAL SAFETY IN DWELLINGS  
SUPPLEMENTARY BUILDING REGULATIONS  
APPLICATION FORM**



**This form must be completed before commencement of any notifiable electrical work. (This may be at the application submission stage or as soon as possible when details of the installer are known)**

<b>1. ADDRESS OF WORK</b>
Applicant:
Address:
Building Regulation Application No. (if known)

Does the work being carried out include electrical work covered by the Building Regulations  
(see electrical information sheet for more details)

Is the work to be undertaken by a member of a registered domestic installer scheme

If Yes go to Part A      If No go to Part B

Only to be completed where controlled electrical work (see guidance sheet) is to be carried out by an installer who is a **member of an approved Domestic installers Scheme** (such installers are subject to rigorous quality control checks and are able to self certify their work)

Name:

Address:

Tel No.:

**3. DETAILS OF THE DOMESTIC INSTALLERS SCHEME OF WHICH YOUR INSTALLER IS A MEMBER**

Name of Scheme:

Membership No.:

Only to be completed where controlled electrical work (see guidance sheet) is to be carried out by an installer who is a member of an approved Domestic Installers Scheme (such installers are subject to rigorous quality control checks and are able to self certify their work)

ONLY COMPLETE **PART B** ON THE REVERSE OF THIS FORM WHERE YOUR ELECTRICAL WORK IS BEING INSTALLED BY AN INSTALLER WHO IS **NOT** A MEMBER OF A DOMESTIC INSTALLERS SCHEME.

**There is no additional charge where the electrical work is being carried out by a registered Domestic installer**

**N.B.** To be a member of a registered domestic installers scheme electricians must in addition to being fully qualified electricians hold additional qualifications in respect of the building regulations. If they do not hold such additional qualifications they **CAN NOT** self certify their work.

## PART B

### (Work that requires Approval by the Local Authority under the Building Regulations)

To be completed only where the work is to be carried out by a person/company that is **NOT** a member of an approved Domestic Installers Scheme.

#### 1. DESCRIPTION OF WORK

Please give a brief description of electrical work being carried out, if this is controlled work (see guidance sheet) it will be subject to the Building Regulations.

Description of electrical work:

#### 2. MAKING A BUILDING REGULATION APPLICATION

Please refer to guidance sheet for further information.

#### 3. CERTIFICATION OF THE WORK

All work carried out by installers who are not members of an Approved Installers Scheme must arrange for the work to be certified to B. S.7671, 16<sup>th</sup> Edition by an **Electrician Qualified to a minimum standard of City & Guilds 2391 (17<sup>th</sup> Edition)**

#### 4. DETAILS OF CERTIFYING ELECTRICIAN

Name:

Address:

Tel No.:

***NOTE: when providing certification to the Local Authority your Electrician will be required to provide a copy of their City & Guilds Certificate.***

#### 5. Charges

Wherever Part B of this form applies CHARGES are PAYABLE please refer to the Building Control Charges Tables for further information

#### 6. NAME OF PERSON COMPLETING THE FORM

NAME (Print):

TELEPHONE NUMBER (Inc std):

SIGNATURE:

### NEW INSTALLATIONS, REWIRES AND ADDING NEW CIRCUITS TO AN EXISTING INSTALLATION

If the electrical contractor is a member of NICEIC or ECA, they must complete **INSTALLATION CERTIFICATE (FORM 1) BS 7671** (as amended).

If the electrical contractor is not a member of NICEIC or ECA, they must complete the **Design and Construction parts of INSTALLATION CERTIFICATE (FORM 2) BS 7671** (as amended) **AND** you are required to arrange for an electrical contractor who is a member of the NICEIC, ECA, qualified with City and Guilds Certificate 2391 or a member of a Competent Persons Scheme to inspect and test the installation to enable them to complete the **Inspection and Testing** part of the form.

In both instances the electrical contractor is required to complete **Form 3 Schedule of Inspection** and **Form 4 Schedule of Test Results**.

### ADDITIONAL SOCKETS OR LIGHTING POINTS TO AN EXISTING INSTALLATION IN A KITCHEN OR SPECIAL LOCATION

If the electrical contractor is member of NICEIC, ECA or is qualified with City and Guilds Certificate 2391, they must complete the **Minor Works Certificate (Form 5)**.

**COPIES OF THE APPROPRIATE FORMS MUST BE DEPOSITED WITH THE AUTHORITY AT COMPLETION OF THE WORK; FAILURE TO DO SO WILL PREVENT THE AUTHORITY FROM ISSUING A COMPLETION CERTIFICATE AND MAY LEAD TO ENFORCEMENT ACTION TAKEN AGAINST YOU AND/OR YOUR ELECTRICAL CONTRACTOR**

Building Control, Cardiff County Council, County Hall Cardiff, CF10 4UW

Tel (029) 223 30381/30382/30383

buildingcontrol@cardiff.gov.uk