

# Building Regulations Full Plans Form

The Building Act 1984, The Building Safety Act 2022,  
The Building Regulations 2010 (as amended).



## 1 Applicant details

Name	
Address	
Phone	
Email	

## 2 Client details (where different from the applicant)

Name	
Address	
Phone	
Email	

## 3 Principal contractor details (where known)

Name	
Address	
Phone	
Email	

## 4 Principal/Lead designer details

Name	
Address	
Phone	
Email	

Part 2A of the Building Regulations 2010 provides details of duty-holder's responsibilities.

## 5 Site address

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## 6 Intended use(s) of the building

Existing use(s) of each storey	
Proposed use(s) of each storey	
Number of storeys excluding basements when work complete	
Number of basement storeys when work complete	

## 7 Proposed description of building works

Expected value of building work to nearest £1000

## 8 Details

Is the building a higher risk building? (Over 18m/7 storeys with 2 or more flats)	<input type="checkbox"/>	Yes	<input type="checkbox"/>	No
Is the building controlled under the Regulatory Reform (Fire Safety) Order 2005? (e.g. flats with a common staircase, HMOs, hostels, all non residential buildings)	<input type="checkbox"/>	Yes	<input type="checkbox"/>	No
Are you building / extending to within 3m of an adopted sewer? (Sewer maps can be checked online at <a href="http://www.digdat.co.uk">www.digdat.co.uk</a> )	<input type="checkbox"/>	Yes	<input type="checkbox"/>	No
Do you consent to the plans being approved with conditions where appropriate?	<input type="checkbox"/>	Yes	<input type="checkbox"/>	No
Do you consent to an extension of time by which a decision should be issued from 5 weeks to 2 months?	<input type="checkbox"/>	Yes	<input type="checkbox"/>	No
Anticipated date of commencement of building work				

## 9 Drainage

New foul drainage will be taken to (if applicable)	<input type="checkbox"/> Drain leading to Sewer	<input type="checkbox"/> Private treatment plant	<input type="checkbox"/> Septic tank	<input type="checkbox"/> Cess pool
Rainwater drainage taken to (if applicable)	<input type="checkbox"/> Soakaway	<input type="checkbox"/> Watercourse	<input type="checkbox"/> Storm drain leading to sewer	<input type="checkbox"/> Combined drain leading to sewer

## 10 Declaration

This submission is made for the building work described overleaf, in accordance with Regulation 12(2)(b) of the Building Regulations 2010 (as amended). The appropriate fees will be made within 7 days. Payments can be made online at [www.warwickdc.gov.uk/paybuildingcontrol](http://www.warwickdc.gov.uk/paybuildingcontrol). These standard charges have been set by the Council on the basis that the building work does not consist of, or include, innovative or high-risk construction techniques (details available from the Council) and / or the duration of the building work from commencement to completion does not exceed 12 months. I understand that the inspection fees are due within 14 days of commencement of the work.

The charges have also been set on the basis that the design and building work is undertaken by a person or company that is competent to carry out the design and building work referred to in the standard charges tables, that they are undertaking. Additional inspections may incur supplementary charges (see website for details).

I / we apply for building control approval with full plans as described on this form and as detailed on any supplementary documents.

Signature of applicant (where the applicant is not the client)	
On behalf of (if applicable)	
Date	

I, the client, confirm I agree to the application being made and that the information in the application is correct.

Signature of client (where the client is not the applicant)	
Date	

## 11 Documents to provide

Site location plan of 1:1250 or larger scale	<input type="checkbox"/>	Attached
Structural calculations (for beams over 3min length)	<input type="checkbox"/>	Attached
Existing and proposed plans at a suitable scale	<input type="checkbox"/>	Attached

## 12 Exemption from fees

Where the alterations or extension to an existing dwelling are necessary due to a person's disability, please complete the section below.

Name of person(s) with the disability	
Nature of the disability	
How will the work benefit the person(s) concerned?	

I confirm that the above information is correct and wish to claim exemption from the Building Regulation Charges that are payable and will provide written formal confirmation of the disability.

Signature	
Full Name	
Date	

# 13 Fees

**Table 1 – New build dwellings up to 300m<sup>2</sup>**

Number of dwellings	Submission fee including VAT	Inspection fee including VAT	Inspections included (up to)
1	£450.00	£800.00	8
2	£520.00	£1030.00	10
3	£600.00	£1,270.00	12
4	£680.00	£1,510.00	14
5	£760.00	£1,740.00	17
6	£850.00	£2,000.00	20

**Table 2 – Fixed fees**

Type of work	Submission fee including VAT	Inspection fee including VAT	Inspections included (up to)
Garage conversion (Full or part)	£450.00	Nil	4
Replacement Windows (Per 10 windows)	£250.00	Nil	2
Domestic Re-roofing (Up to £10,000 value)	£300.00	Nil	3
Solar panels and replacement thermal elements	£300.00	Nil	3
New garages up to 60m <sup>2</sup>	£500.00	Nil	4
Extensions up to 40m <sup>2</sup>	£250.00	£450.00	7
Extensions from 40m <sup>2</sup> – 60m <sup>2</sup>	£300.00	£600.00	9
Loft or basement conversion up to 40m <sup>2</sup>	£250.00	£400.00	7
Loft or basement conversion 40m <sup>2</sup> – 60m <sup>2</sup>	£300.00	£550.00	9
Underpinning	£550.00	Nil	6
Removal of internal walls (Up to £10,000 value)	£300.00	Nil	3

**Table 3 – All other work**

Estimated value of building work	Submission fee including VAT	Inspection fee including VAT	Inspections included (up to)
Up to £10,000	£400.00	Nil	4
£10,000 to £20,000	£250.00	£450.00	6
£20,000 to £40,000	£350.00	£550.00	8
£40,000 to £60,000	£400.00	£600.00	10

For works that do not appear to fit in the categories above, or for Table 3 where fewer visits are likely, please email [buildingcontrol@warwickdc.gov.uk](mailto:buildingcontrol@warwickdc.gov.uk) to ask for a quote, providing details of the proposed works.

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## Notes

1. Full Plans applications require plans to be submitted for checking. If items shown do not comply, the officer will contact the agent with a list of items needing attention. Plans may be approved, rejected or conditionally approved. The Building Control Officer will inspect the building work on site.
2. For full plans applications the fees are split. The submission fee must be paid within 7 days of submitting the application. The Inspection fee should be paid no later than 14 days after the commencement of the work.
3. Please contact us for a quote for garages more than 60m<sup>2</sup> floor area. Detached garages less than 30m<sup>2</sup> are often exempt from Building Regulations. Please contact us if you are unsure.
4. There is a 50% discount for Replacement Windows, Replacement Roof, Garage Conversion or Other Works up to £10,000 value if these works are together with a domestic extension, loft conversion or basement conversion.
5. The estimated cost should be in line with recommended RICS rates, not including VAT, decoration or fees.
6. It is recommended to advise your building insurer prior to building works being undertaken.
7. Floor areas should be measured internally.
8. Written confirmation for Exemption of Fees should be from a medical professional, benefits provider or other professional body with relevant authority.
9. We offer up to an hour of free pre-application advice - please contact the office for details.
10. To view Warwick Building Control's privacy policy please visit <https://www.warwickdc.gov.uk/wbcprivacy>

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## Contacts

**Address** Warwick District Council, Town Hall, Parade, Royal Leamington Spa, CV32 4AT

**Email** [buildingcontrol@warwickdc.gov.uk](mailto:buildingcontrol@warwickdc.gov.uk)

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Admin enquiries 01926 456517

### Officers

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