

ADVISORY NOTES FOR FORM BC1

THE BUILDING CONTROL FORM BC1

INTRODUCTION

This form should be used for all full plans building regulation applications. These Regulations apply throughout England and Wales and are minimum standards that must be met to ensure the health and safety of people in or around buildings.

In addition to building regulation permission, most development with the exception of internal works, some small buildings or minor changes, need planning permission. Planning is governed by different laws and you will need to fill in separate forms. **It is your responsibility to ensure that you have all the necessary approvals before starting work.**

When a building regulations application is made at the same time as an application for planning permission, the Department will monitor the progress of each application to try to ensure that they are dealt with in a co-ordinated way. Remember, approval of both applications is needed before work can start. If you have any doubts about whether planning permission is required, please contact the Planning Development Control Section at the Development Department.

THE DRAWINGS AND PLANS THAT ARE NEEDED

Three copies of the application form, plans, drawings and supporting information are normally required. However, ONE additional copy of the plan(s) should be provided where structural calculations are included, and TWO additional copies should be provided where the proposed works are to a designated (certified) building, (*usually anything other than a single domestic dwelling house.*) for Fire Authority consultation (*see Question & note on 5C*).

All drawings and plans must provide an accurate and permanent representation of your proposals. Freehand drawings or sketches that cannot be used to confirm measurements will not be acceptable, nor will drawings in pencil.

** If amended drawings are submitted at a later date then, the same amount of plans are required.*

A. LOCATION PLAN

This should be at a scale of 1:1250 or 1:2500 and should identify the application site in red. (Photocopies of street guides are inadequate). Suitable location plans can be purchased from the Development Department contact: (map bank) 01924 306651.

A BLOCK PLAN

This should show

- * The site outlined in red;
- * The proposed development in relation to the site;
- * All the buildings, roads and footpaths on land adjoining the application site;
- * Provision to be made for the drainage of the building or extension

Where it is proposed to erect the building or extension over a sewer or drain, indication of the precautions to be taken must be shown.

SPECIFIC PLANS

Plans should be provided for the following types of development and should show details as follows:-

1. ERECTION AND EXTENSION OF BUILDINGS

- * The intended use of the building and every room in it including details of constructional materials.
- * The lines of flexible drainage, the size, depth and inclination of drains, and the means of access for cleaning.
- * Details of soil, waste and rainwater drainage system.
- * Foundations, floors and roofs of the building and sections of every storey.
- * The levels of the site and the lowest floor of the building.
- * The positions of damp proof courses and any other barriers to moisture.

- * The positions, forms and dimensions of foundations, walls, windows, floors, roofs, chimneys, stairways and other parts of the building.
- * The provisions made in the structure for; protection against fire; means of escape in case of fire; and ensuring that these can be used at all times.
- * Provision made in the structure for insulation against the transmission of heat and sound.

2. INTERNAL ALTERATIONS

- * Plans and sections of the affected part of the building to enable the Authority to determine whether the proposals comply with the Regulations.

3. WORKS AND FITTINGS

- * Particulars of works and fittings to enable the Authority to determine whether the proposals comply with the regulations.

Where the work involves drainage works or the installation of soil fittings, the block plan should show:-

- * The position of the works or fittings.
- * The lines of flexible drainage, the size, depth and inclination of drains, and the means of access for cleaning.
- * The position and level of the drain outfall.
- * The position of the sewer, where drainage is intended to be connected.

4. MATERIAL CHANGE OF USE

- * Fire precautions (structural and means of escape)
- * Ventilation
- * Hygiene requirements
- * Solid waste disposal
- * Heat producing appliances.

THE FOLLOWING NOTES APPLY SPECIFICALLY TO THE QUESTIONS ON THE APPLICATION FORM

QUESTION 1 (Address of the application site)

Wherever possible this should be a full postal address giving the street name and property number. Where this is not possible the location of the site should be described as accurately as possible in relation to street names and numbers; for example; to the rear of 11 Green Lane, or between 12 and 14 Station Road.

QUESTION 2 (Brief description of the proposed development)

FOR EXAMPLE

Erection of 2 No.3 storey houses or, 2 storey extension to rear.

QUESTION 3 & 4 (Name, address, daytime telephone number of the applicant and agent.)

If the form is being completed by an agent, all correspondence; will be sent to them. If the agent is a firm or partnership, please give the name of the person to contact.

QUESTION 5 (C) (Premises requiring fire certificates)

Premises, other than single domestic dwelling houses may require fire certificates e.g.

- Hotels/boarding houses
- Factories
- Offices
- Shops
- Railway Premises

Small premises in B,C,D and E where less than 20 persons are employed at one time, or less than 10 persons are employed other than on the ground floor are exempt.

QUESTION 6 (Fees)

Fees must be paid on all full plans applications, the amount is dependant on the type of work proposed. (See exemptions below). Fee scales and the way fees are calculated are set out in the Guidance Note on Fees, which is available from the Development Department (Planning Development Control). They are payable in two stages:

1. The deposit fee must be paid when the application is made.
2. The inspection fee is payable after the first site inspection of work in progress (except work up to £5000). An invoice will be sent to the applicant for a single payment which covers all site visits and consultations which may be necessary until the work is satisfactorily completed.

EXEMPTIONS

1. A deposit fee need not be paid for an application if it is substantially the same as a previous application for which a fee was paid.
2. No fee is payable for work which is **SOLELY** to provide means of access to buildings for people with disabilities or to provide facilities to secure their greater health, safety, welfare or convenience.

GRANT AIDED WORK

If you are receiving a grant from Wakefield Metropolitan District Council for the proposed work, please give the Department concerned and a contact name.

QUESTION 7 (Other information)

- A. Most development or material change of use will need planning permission as well as building regulations permission. Please indicate whether planning permission
 - * has already been granted,
 - * has been applied for but not yet determined or
 - * you have **CONFIRMATION IN WRITING** that planning permission is not required for this work.
- B. Plans may be passed subject to conditions. The conditions may specify modifications to the deposited plans and/or that further plans shall be deposited.
- C. Usually building regulations applications are determined within five weeks. However in some instances e.g. where the application is very complex or where additional information is required, this is not possible. In these cases it is usual to agree a time extension to 2 months rather than have the application refused. If no extension is agreed, the application will be refused and the applicant will have to re-apply for permission to carry out the proposed works.
- D. When the works have been carried out to a satisfactory standard and all fees paid, a certificate of completion will be issued if requested.

QUESTION 8 (Statement)

Please sign and date the application form when all the requirements have been complied with. Interpretation and translation services are available please contact the Department in advance so these can be arranged.