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**APPLICATION FOR BUILDING CONTROL APPROVAL**

The Building Act 1984  
The Building Regulations 2010 (As Amended)  
The Building Regulations etc. (Amendment) (England) Regulations 2023  
The Building (Local Authority Charges) Regulations 2010

Application No:

Received:

**Section 1**

Applicant/Client's Details

Name:

Address:

Tel.:

Mobile:

Email:

Is there a competent contractor? Yes  No

Contractor's Details:

Tel.:

Mobile:

Email:

Is there a competent designer? Yes  No

Designer's Details:

Tel.:

Mobile:

Email:

Site Address/Location:

Select one appropriate statement:

A. The building was or will be 5 or fewer storeys

B. The building was or will be 6 storeys and a basement

C. The building was or will be 7 or more storeys

If you selected B or C, please indicate the use of each storey and the height of the building from highest floor level to lowest ground level or basement floor.

Height: \_\_\_\_\_m

Use(s):

Type of Application – Continue to the relevant section

Full Plans

(Section 2)

Partner Authority Scheme

(Section 2)

Building Notice

(Section 3)

Regularisation

(Section 4)

**Section 2 – Full Plans**

Description of proposed work:

Likely commencement date:

Is the building a building to which the Regulatory Reform (Fire Safety) Order 2005 applies or will apply after completion of the work? Yes  No

**Existing Building Details**

Current use:

Height: \_\_\_\_\_m

No. of storeys (including basements): \_\_\_\_\_

**Proposed Building Details**

Intended use:

Height: \_\_\_\_\_m

No. of storeys (including basements): \_\_\_\_\_

I agree to an extension of time to determine the application up to a maximum of 2 months: Yes  No

I consent to the plans being passed subject to conditions where appropriate: Yes  No  Continue to Section 5

**Section 3 – Building Notice**

Description of proposed work:

Likely commencement date: Continue to Section 5

**Section 4 - Regularisation**

Description of proposed work:

Description of work already completed:

Date work commenced: Continue to Section 5

**Section 5 – Additional Information**

Has a Planning application been submitted? Yes  No  Application No.: \_\_\_\_\_

Are there any sanitary fittings (WC/Ensuite) to be installed? Yes  No

Charges – See Schedule of Fees

Full Plans: Plan Fee: £\_\_\_\_\_ Inspection Fee: £\_\_\_\_\_

Building Notice Fee: £\_\_\_\_\_ Regularisation Fee: £\_\_\_\_\_

**Section 6 - Declaration**

This application is given under: **Section 12 (2)(a) Building Notice**   
**Section 12 (2)(b) Full Plans**   
**Section 18 (2) Regularisation**

I understand that on a Full Plans/Partner Application, further fees will normally be payable following the first inspection by the local authority.

**Signed:** \_\_\_\_\_ **Date:** \_\_\_\_\_

## Application Form Guidance Notes

The Application Form	<ul style="list-style-type: none"> <li>One copy of this form together with plans and particulars should be submitted together with the appropriate charge. All relevant sections should be completed; otherwise delays may result in the processing of your application.</li> <li>Where the proposed work includes the erection of a new building or extension, a Building Notice should be accompanied by a block plan to a scale of not less than 1:1250 showing the size and position of the building or the building as extended, and its relationship to adjoining boundaries.</li> </ul>
Section 1	<ul style="list-style-type: none"> <li>The applicant/client is typically the owner of the property to which the work relate or the person on whose behalf the works are intended.</li> <li>The role and responsibility of the client is controlled under Regulation 11. The client must make arrangements for the project to comply with the regulations. This must be maintained and reviewed throughout the project.</li> <li>The name and/or company name, address, and contact details should be provided for the contractor and designer.</li> <li>If you do not have either a competent contractor or competent designer, you, as the applicant, are the client and take full responsibility for these roles.</li> <li>If the proposed works are to an existing building then the full address will be sufficient. If the proposal is for a new building, please ensure the location can be identified from the description.</li> <li>Further information on the measurement of the height of buildings can be found in Regulation 6 of Higher-Risk Buildings (Descriptions and Supplementary Provisions) Regulations 2023.</li> </ul>
Section 2	<ul style="list-style-type: none"> <li>Please give a brief description of the proposed work e.g.:             <ul style="list-style-type: none"> <li>i) Kitchen extension at rear;</li> <li>ii) 2 storey Offices;</li> <li>iii) Conversion of house into 4 flats etc.</li> </ul> </li> <li>Please provide an approximate commencement date.</li> <li>Please indicate the present and proposed uses of the building or part of the building e.g. house, flat, office, shop etc.</li> <li>If a conditional approval is required for certain aspects of the work, e.g. structural, staircase or waste plumbing details etc., this may be granted as specified, but it should be noted that this can only be done in respect of works which have not been commenced on site.</li> </ul>
Section 3	<ul style="list-style-type: none"> <li>Please give a brief description of the proposed work e.g.:             <ul style="list-style-type: none"> <li>iv) Kitchen extension at rear;</li> <li>v) 2 storey Offices;</li> <li>vi) Conversion of house into 4 flats etc.</li> </ul> </li> <li>Please provide an approximate commencement date.</li> </ul>
Section 4	<ul style="list-style-type: none"> <li>If your application is for a regularisation, please indicate the approximate date the works were carried out, which works have already been carried out, and any works that are yet to be completed, if any.</li> </ul>
Section 5	<ul style="list-style-type: none"> <li>Please provide details of any associated planning application.</li> <li>Please indicate if any sanitary fittings are to be installed. Sanitary fittings include bath, basin, shower, WC, bidet, kitchen sink, sluice.</li> <li>Charges are payable as follows:             <ul style="list-style-type: none"> <li>Should you submit plans for approval you will pay a plan charge to cover the passing or rejection of plans for proposed work deposited with the local authority, and an inspection charge to cover inspection of the work to which these plans relate.</li> <li>Plans submitted to the local authority must be accompanied by the plan charge. If no plan charge or an insufficient plan charge is paid, the application cannot be accepted.</li> <li>Where plans have been either approved or rejected, no further charge is payable on resubmission for substantially the same work.</li> <li>Submissions for work to provide access and facilities solely for disabled persons (as defined in Section 29 of the National Assistance Act 1948) do not require a charge.</li> <li>The charges payable are determined by reference to the latest schedules to the Building (Local Authority Charges) Regulations, dependent upon the nature of the work.</li> <li>Where a scheme involves more than one schedule, the different types of work have to be separated and their respective charges calculated by the appropriate method.</li> <li>Where a Building Notice is deposited, the Building Notice charge is payable in all cases.</li> <li>Charges are payable in two stages, except for Building Notices and some minor works in Schedules 2 and 3 (see fee charges tables). The first charge must accompany the plan deposit and the second charge is payable after the first site inspection of work in progress. The second charge is a single payment in respect of each individual building, to cover all site visits and consultations which may be necessary until the work is satisfactorily completed.</li> <li>Any estimate of the cost of work must be the TOTAL COST TO BE INCURRED excluding architects' fees and VAT.</li> <li>The charge shall be payable by the person (including a local authority) by whom or on whose behalf the work is to be carried out.</li> </ul> </li> </ul>
Section 6	<ul style="list-style-type: none"> <li>The declaration should be signed in all cases by the person submitting the application, and completed as required; otherwise this may cause delays in processing.</li> </ul>