

<u>FEE PAID:</u>	<u>RECEIPT REF:</u>	<u>DATE RECEIVED:</u>	<u>APPLICATION REFERENCE:</u>

This form is to be filled in by the client (who intends to carry out building work) or the principal contractor/designer in line with regulations 11A-14C. If the form is unfamiliar, please read the notes on page 3, or consult the office indicated above. PLEASE USE BLOCK CAPITALS. You can also submit this application online using the Ribble Valley Borough Council website.

Application type

Full Plans Building Notice Regularisation Reversion

Location of to which works relate

Address: _____

Postcode: _____

Applicant (Client) details

First name: _____ Last name: _____

Address: _____

Postcode: _____ Tel: _____ Email: _____

Is the application being made on behalf of the Client? Yes No

Please refer to statement of consent overleaf.

Principal Contractor details

Is the Principal Contractor known at this time? Yes No

If yes, please provide the Principal Contractor's details:

I understand that in providing contact details for the contractor, I am confirming that I have read and understand my duties to ensure they are competent as described in Regulations 11A-14C.

I agree

First name: _____ Last name: _____

Address: _____

Postcode: _____ Tel: _____ Email: _____

Principal Designer details

Is the Principal Designer known at this time? Yes No

If yes, please provide the Principal Designer's details:

I understand that in providing contact details for the designer, I am confirming that I have read and understand my duties to ensure they are competent as described in Regulations 11A-14C.

I agree

First name: _____ Last name: _____

Address: _____

Postcode: _____ Tel: _____ Email: _____

Existing building

Does the proposed work consist of work to an existing building? Yes No

Height of existing building (m): _____

Number of storeys in the existing building: _____

Details of current use of existing building: _____

Note that the number of storeys should be determined in accordance with Regulation 6 of the Higher-Risk Buildings (Descriptions and Supplementary Provisions) Regulations 2023.

Proposed work

Height of proposed building (m):

Number of storeys after the proposed work:

Note that the number of storeys should be determined in accordance with Regulation 6 of the Higher-Risk Buildings (Descriptions and Supplementary Provisions) Regulations 2023.

Description of works:

Total floor area of any new building or extension (m²):

If a Planning application has been submitted, please state the application reference:

Estimated total cost of works (if applicable): £

Anticipated date of commencement:

Domestic/Dwelling

Commercial

Other (please specify)

Mode of water drainage (tick as appropriate)

Foul:

Main sewer

Treatment plant

Surface water:

Main sewer

Soak away

Water supply:

Main supply

Private supply

Does requirement H4 (Building over sewers) apply to the work?

Yes

No

Requirement H4 applies only to work carried out:

- over a drain, sewer, or disposal main which is shown on any map of sewers; or
- on any site or in such a manner as may result in interference with the use of, or obstruction of the access of any person to, any drain, sewer, or disposal main which is shown on any map of sewers.

If yes, please provide details of the precautions to be taken in the building over a drain, sewer, or disposal main to comply with the requirements:

Local enactment

Does any local enactment apply to the proposed work?

Yes

No

N/A

If yes, please provide details of the steps to be taken to comply with any local enactment that applies:

Charges (Leave BLANK if unknown)

(see Guidance Note of Charges for information) N.B. When charges are based on estimated cost of work a written estimate of the total cost of the work shown on the plans must be provided.

Estimated total cost of works (if applicable): £

Submission fee: £

+VAT (20%): £

Total: £

Note: Cheques to be made payable to Ribble Valley Borough Council and crossed A/C Payee.

Return to: Ribble Valley Borough Council, Building Control Services, Church Walk, Clitheroe. BB7 2RA

Correspondence (formal communication including acknowledgment letters and completion certificates)

Email (Electronic copies)

Postal (Paper copies)

Reasonable Adjustment Req?

Statement of consent

This notice is given in relation to the building work as described, is submitted in accordance with Regulation 12 and is accompanied by the appropriate charge. **I understand that a further charge will normally be payable by the applicant following the first inspection by the local authority (full plans only).**

Where the application is submitted by the Principal Contractor/Principal Designer on behalf of the Client, consent must be given for the application to be made and the information contained within the application must be correct.

I have read and agree to this statement and the relevant guidance notes.

Name:

Date:

Statement *(continued)*

All form fields must be completed in order to progress with the form.

Complete this online form to submit one of the following to Building Control at Ribble Valley Borough Council:

1. Full Plans application
2. Building Notice application
3. Regularisation application
4. Reversion

Guidance notes

- a) The client is the person on whose behalf the work is being carried out, e.g., the owner of the building.
- b) In this form, we will ask for some personal information (such as name, address, postcode) in order to fulfil your request for information or services. Details about how we process personal data can be found in our privacy notice.
- c) We have statutory obligations to consult where required with Water Companies, Environmental Health, and Fire and Rescue Services. On occasions we may also need to consult with Structural Engineers and other specialists.
- d) One version of this notice should be completed and submitted together with plans and particulars in accordance with the provisions of Building Regulation 11A-14C of the Building Regulations 2010.
- e) Where the proposed work includes the erection of a new building or extension this notice should be accompanied by a location plan to a scale of not less than 1:2500 that clearly shows the size and position of the building, or the building as extended, and its relationship to adjoining boundaries.
- f) Persons carrying out building work must give notice of the commencement of the works at least two (2) days beforehand.
- g) Persons proposing to carry out building work or make a material change of use of a building are reminded that permission may be required under the Town & Country Planning Acts.
- h) Reasonable adjustments are changes that an employer makes to remove or reduce a disadvantage related to someone's disability. For example: making special arrangements for our site visits and providing special services or support.

These notes are for general guidance only; particulars regarding the submission of applications are contained in Regulation 11A - 114C of the Building Regulations 2010 and, in respect of fees, the current Ribble Valley scheme of charges made under the Building (Local Authority Charges) Regulations 2010.

Further information and advice concerning Building Control and Planning matters may be obtained from Ribble Valley Borough Council. Tel: 01200 425111. Website: www.ribbonvalley.gov.uk Email: building.control@ribbonvalley.gov.uk



Ribble Valley
Borough Council

www.ribbonvalley.gov.uk

