



Section 1 – Duty holders

1a The applicant is the person seeking approval under the Building Regulations.

1b The client is any person for whom a project is carried out. This field only need be completed where the client is not the same person as the applicant.

1c The principal designer means the designer appointed under regulation 11D (principal designer and principal contractor) to perform the duties of a principal designer under these Regulations.

1d The principal contractor means the contractor appointed under regulation 11D (principal designer and principal contractor) to perform the duties of a principal contractor under these Regulations

Section 2 – Site Address and Proposed Works

2.1 Site Address – the address of the proposed works.

2.2 Description of works – The description of works that require Building Regulations Approval.

2.3 Intended use of the building – *For example* “dwelling house or flat”, “residential institutional”, “Hotel/boarding house”, “office” “shop” “assembly and recreation”, “industrial”, “storage”.

2.4 Height - means the height of the building measured from the mean level of the ground adjoining the outside of the external walls of the building to the level of half the vertical height of the roof of the building, or to the top of the walls or of the parapet, if any, whichever is the higher.

2.5 The number of storeys in the building as determined in accordance with regulation 6 of the Higher-Risk Buildings (Descriptions and Supplementary Provisions) Regulations 2023.

2.6 Application of the Regulatory Reform (Fire Safety) Order 2005 determined by reference to Section 6 of that Order. (Does not apply to domestic premises except where these include internal common parts – such as with flats/apartments).

Section 3 – Drainage and Sewers

3.1 The intended method of disposing of foul water.

3.2 The intended method of disposing of rainwater/surface water.

3.3 Where paragraph H4 of Schedule 1 of the Principle Regulations imposes a requirement, the precautions to be taken in the building over a drain, sewer or disposal main to comply with the requirements of that paragraph.

Section 4 – Conditions and Determination Period

4.1 Conditions enable Building Control to Approve an application subject to specified modifications of plans or the submission of additional plans where appropriate. These will only be granted where consent is given.

4.2 All applications will be checked and determined, or feedback given in order of receipt. An extension of time (typically from 5 weeks to 2 months) enables the designer a longer period to submit amended plans to address any deficiencies identified by Building Control. Where an



extension of time more than 2 months is requested, the time period and reason must be given in writing and agreed by Building Control.

Section 5 – Additional Information

5.1 Where works require Planning Permission, please state the related Planning Application reference number.

5.2 Partnership applications are for work outside of Epping Forest District where the Partner Authority (Epping Forest District Council) advise the host authority of compliance of the submitted plans.

Section 6 – Fees and Charges

6.1 Provide the contact details of the person responsible for paying the initial Plan Fee. Inspection Fees will usually be invoiced direct to the Applicant on or after the date building work starts.

6.2 The preferred method of paying the Plan Fee. Inspection Fees will usually be invoiced direct to the Applicant on or after the date building work starts.

6.3 A reasonable estimated cost of works, exclusive of VAT, that a contractor would charge to undertake those works.

6.4 The internal floor area of the building or extension, as an aggregate of all floor levels.

Section 7 – Lapse of Building Control Approval after 3 years

7.1 Identify the measure by which Building Control should consider the works to have substantially commenced. This is not the same as the date works starts but identifies a point in construction that the application should be considered to be underway and to not lapse after 3 years since deposit of plans.

7.2 In the case of works that do not include a new building or horizontal extension of the building, a statement detailing approximately 15% of the works as the measure to be assessed for the purposes of Question 7.1

7.3 The date the applicant expects that work will have substantially commenced as defined in 7.1.

Section 8 & 9 – Statement of Applicant and Client

Where the application is submitted by a person other than the client, (for example by the designer or contractor or other agent acting on behalf of the client), the client must sign Section 9 giving their consent for the application to be made on their behalf.

Further guidance

- a) 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.
- b) Further information and advice concerning Building Control and Planning matters may be obtained from Epping Forest District Council, or from our website www.eppingforestdc.gov.uk/planning