

**1 PERSON MAKING APPLICATION** (name and address)  
.....  
.....  
Post Code ..... Telephone.....

**2 AGENTS DETAILS** (name and address)  
.....  
.....  
Post Code ..... Telephone.....

**3 LOCATION OF BUILDING**  
.....  
.....

**4 DESCRIPTION OF WORK**  
.....  
.....

**5 USE OF BUILDING**  
.....

**6 OTHER DETAILS** (if not shown on the plan) please delete as necessary  
 Foul Water discharges to ..... Sewer/Septic Tank/Cesspool  
 Surface Water discharges to ..... Sewer/Soakaway  
 Water Supply ..... Company/Well/Private Supply  
 Is the building over a Public Sewer Yes/No No. of Storeys.....  
 Designated Premises under the fire precautions Act 1971 ..... Yes/No  
 (As Amended)

**7 PLAN CHARGES** Please note that unless the correct charge is received this Notice is **NOT** valid.  
 AMOUNT OF PLAN CHARGE ENCLOSED £ ..... INCLUSIVE OF VAT.  
**CHEQUES PAYABLE TO STEVENAGE BOROUGH COUNCIL**  
 COMPLETE THE FOLLOWING TO SHOW HOW THE CHARGE WAS DETERMINED  
 see charge guidance notes if necessary  
**1. DWELLINGS:** No of dwellings ..... No of house types.....  
**2. HOME EXTENSIONS AND LOFT CONVERSIONS:**  
 Floor area less than 10m<sup>2</sup>  10m<sup>2</sup> to 40m<sup>2</sup>  40m<sup>2</sup> to 60m<sup>2</sup>   
 Detached garage or carport less than 40m<sup>2</sup>   
**3. OTHER WORK:** Total estimated cost of each building 1. £ .....  
 Total estimated cost of other work 1. £ .....

**8 TO HELP YOU...**  
**Conditional Approval**  
 Do you wish the authority to consider the issue of a stage or conditional approval? Yes/No  
**Extended Time Period**  
 If required would you agree to extending the statutory period from five weeks to two months? Yes/No

**Completion Certificate**

Do you wish the authority to issue a certificate?

Yes/No

**Resubmission**

Is this the same proposal which was previously refused? **Yes/No** Reference No: .....

**Planning Permission**

Has planning permission been granted for this scheme? **Yes/No** Reference No: .....

**IMPORTANT ESSENTIAL INFORMATION**

**Building Regulations Part P - Electrical Safety**

a) If the building work does not include any electrical installation that is notifiable under the Building Regulations please tick this box

b) If the building work includes an electrical installation that is notifiable under the Building Regulations and you intend to use an electrician who is registered with an approved 'competent person scheme' please tick this box

c) If the building work includes an electrical installation that is notifiable under the Building Regulations and you intend to use Local Authority Building control to undertake the inspection and testing of the installation please complete the additional part of the application form below:

9

**PART P - Electrical: additional information**

**Description of electrical works:**

.....  
.....  
.....  
.....  
.....  
.....

**Date of Commencement of electrical installation works** (if known): .....

**Contact Details:**

**Electrician:** Name: .....

Tel No: .....

**Builder:** Name: .....

Tel No: .....

NB: An electrical inspection contractor operating as Stevenage Borough Council's agent will make contact on these numbers to arrange for appropriate inspections during the works, including the final testing of the installation. If you do not know these details our contractor will need to contact the applicant directly, so please ensure that you have included appropriate contact numbers on the application form.

**I/WE GIVE NOTICE OF INTENDED BUILDING WORK AS DESCRIBED AND DEPOSIT SUCH DETAILS AS REQUIRED BY REGULATION 11(1)(b)**

**Signature** ..... **Date** .....

RETURN THIS FORM TO: Head of Development and Planning,  
Stevenage Borough Council,  
Daneshill House,  
Danestrete,  
Stevenage,  
Herts.  
SG1 1HN

Tel: **01438 242242**

# Notes to Assist Applicants

## Number of Plans

### Two Sets of Plans

If the work involves the construction, extension or alteration of a dwelling house or flat.

### Four Sets of Plans

If the work involves the construction, extension or alteration of a Hotel, Boarding House, Factory, Warehouse, Shop or office.

The additional two sets are only required if the work is subject to a requirement under Part B Fire Safety.

These extra drawings should detail the fire safety features required under the building regulations and any provisions being made for Certification, including:-

- means of escape and associated protection, including the position and type of fire doors
- structural fire precautions (compartments)
- access and facilities for the fire service
- fire alarms
- emergency lighting
- fire exit signs and fire equipment

They will be used to discuss the project with the Fire Authority.

## Completing the Application Form

1. **Person making application** is the person on whose behalf the building work is to be carried out, and usually the person to whom the invoice for any inspection charge will be sent.
2. **Agent** is the person who is responsible for the preparation of the plans, who will undertake any necessary amendment to the plans and to whom all correspondence and Notices in respect of the plans will be sent.
3. **Location** where the work is to take place. A location plan should be forwarded to a scale of 1/1250 showing:-
  - i) Size and position of the building, or extended building and its relationship to adjacent boundaries.
  - ii) The boundaries of the site and size, position and use of every other building or proposed building within the site.
  - iii) The width and position of any adjoining street.
4. **Description of work** will also include the making of material change of use.
5. **Use of Building** a brief description as to whether it is residential, shop, office, etc will suffice. Premises currently designated for the purposes of the Fire Precautions Act 1971 (as amended) are:
  - Premises within the Fire Precautions (Hotels and Boarding Houses) Order 1972.
  - Premises within the Fire Precautions (Factories, Offices, Shops and Railway Premises) Order 1989.
6. **Other Details**  
**Building over Public Sewers-** for information regarding location of public sewers enquire at either Building Control (01438) 242256; Thames Water Utilities 0208 4912573 or Anglia Water 0345 919155. Building over is only permitted in exceptional cases, and may be subject to a legal agreement with either Thames or Anglia Water Utilities. This agreement is best completed prior to deposit of plans for Building Regulation consent.
7. **Plan Charges** are fully described on separate guidance notes. The amount stated should be the total value of monies paid inclusive of any VAT element. The work categories should be as defined in the separate notes.
8. **To help you...**  
**Conditional Approval.** It may not be possible for the Council to decide in advance if a conditional or stage approval is appropriate. You may wish to avail yourself of the opportunity of using this procedure.

**Completion Certificates.** Can be issued by the Council if requested when the application is deposited.

If the building is of a 'designated use' a certificate will be issued to confirm that the fire safety requirements have been satisfied. (see also number of plans)

**Should you require any advice, please telephone the Building Control Section on  
Stevenage (01438) 242264 between 9.00am and 4.00pm or  
e-mail us at [buildingcontrol@stevenage.gov.uk](mailto:buildingcontrol@stevenage.gov.uk)**

## Planning Permission

This is different approval from that under the Building Regulations. Most new buildings, many extensions and changes of use of buildings need planning permission. A completely separate application has to be made to Stevenage Borough Council before any work is started. For further information or advice if you are uncertain whether or not you need planning permission telephone a development control officer on Stevenage (01438) 242838.

### Data Protection and Investigating Fraud

We must protect our public funds and so we may use the information you have given on this form to prevent and detect fraud. We may also share this information with other public bodies for the same purpose.