

Pembrokeshire County Council - Building Regulations Submission Form

THE BUILDING ACT 1984
THE BUILDING REGULATIONS 2010
THE BUILDING SAFETY ACT 2022
THE BUILDING SAFETY (DESCRIPTION OF HIGHER RISK BUILDING) (DESIGN AND CONSTRUCTION PHASE) (WALES) REGULATIONS 2023



Quality and Excellence in Construction

With effect from 1st September 2026

PLEASE TYPE OR USE BLOCK CAPITALS

1 Application Type (tick as appropriate)

Full Plans ☐ Building Notice ☐ Resubmission ☐ Regularisation ☐

For Resubmission, please give previous reference number:

For Reversions, please tick here:

☐

2 Address where building work is to be carried out - Note: A location plan sufficient to readily identify the site should be included

Address:

Postcode:

3 Full description of the proposed work (e.g. single storey extension to enlarge the lounge)

Number of bedrooms (new dwellings only):

Start date (if known):

Commencement date if known (see 'Application Notes' for clarification):

The below roles 4-8 can overlap but must still be clearly identified.

It is the responsibility of the applicant to make the client of aware of their responsibilities as a duty holder. The client must confirm the appointment of the below agreed duty holder(s). Any changes to the appointment of duty holders must be notified to Building Control.

4 Applicant's details (please give FULL first name & surname inc title, postal address and contact details)

The applicant is the person or company dealing with the application. Please note that correspondence will be sent to the person/company named as applicant.

Mr/ Mrs/ Ms/ Miss/ Dr : First Name: Surname:

Company :

Address:

Postcode: Tel: Mobile:

Email:

5 Client's details (Legal dutyholder for compliance - the person or organisation commissioning the building work)

Mr/ Mrs/ Ms/ Miss/ Dr : First Name: Surname:

Company :

Address:

Postcode: Tel: Mobile:

Email:

6 **Principal contractor/ Sole contractor details** *(The contractor in overall control of the construction phase)*

Company: _____ Contact Name: _____

Address: _____

Postcode: _____ Tel: _____ Mobile: _____

Email: _____

7 **Principal designer/ Sole or Lead designer details** *(The party responsible for preparing the design)*

Company: _____ Contact Name: _____

Address: _____

Postcode: _____ Tel: _____ Mobile: _____

Email: _____

8 **Person who has liability for payment of the Inspection Charge** *(please give FULL first name & surname inc title, postal address and contact details)*

Mr/ Mrs/ Ms/ Miss/ Dr : _____ First Name: _____ Surname: _____

Address: _____

Postcode: _____ Tel: _____ Mobile: _____

Email: _____

(If a NON LTD company is liable for payment, please provide the proprietors name)

9 **Regulatory Reform (Fire Safety) Order 2005 (as amended)**

Will the building or part, be a relevant building under the Regulatory Reform (Fire Safety) Order 2005
(e.g. commercial buildings, assembly buildings, holiday lets etc)

Yes ☐ No ☐

10 **Existing use of the building**

Current use of the building: _____

Current use of each storey: _____

Existing height of the building: _____

Number of storeys in the building as determined in accordance with Regulation 5 of The Building Safety (Description of Higher-Risk Building) (Design and Construction Phase) (Wales) Regulations 2023 _____

11 **Proposed use of the building**

Proposed use of the building: _____

Proposed use of each storey: _____

Height of the building after the proposed work: _____

Number of storeys in the building after the proposed work as determined in accordance with Regulation 5 of The Building Safety (Description of Higher-Risk Building) (Design and Construction Phase) (Wales) Regulations 2023: _____

12 **Granting of an application for building control approval with full plans subject to requirements**

Do you consent to the application for building control approval with full plans being granted with requirements?

Yes ☐ No ☐

Requirements are modifications that the building control authority may specify must be made in the full plans, or further plans as the authority may specify must be provided before work to which those plans relate starts

13

Prescribed Period (*building control approval with full plans submissions only*)

The statutory time period for dealing with your application may, by agreement, be extended from 5 weeks to a recommended 2 months*

Do you agree to this?

Yes

☐

No

☐

*This can be extended further by agreement.

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Mode of drainage and water supply (*e.g. to an existing mains sewer or to a new treatment plant*)

Means of foul water drainage: _____

New

☐

Existing

☐

Means of surface water drainage: _____

New

☐

Existing

☐Water Supply: Mains ☐ Other: _____ (*please specify*)

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SAP Calculations

SAP Calculation attached

☐

If the proposal is for a new house, flat, conversion or extension (where the area of glazing exceeds 25% of the extension floor area) a design SAP is required to be submitted no later than the day before the work starts on site.

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Domestic electrical installations

Please confirm whether all necessary electrical work associated with this application will be carried out by an electrician who is a member of an approved competent person scheme:

☐

Competent Person Scheme

☐

BS7671 Certificate

☐

NO - Building Control will arrange inspection of electrical work. (Note this option will attract an additional charge over and above the normal application charge. Please refer to the scheme of charges for details.)

17

Planning Permission

Persons proposing to carry out work or make a material change of use of a building are reminded that permission may be required under the Town and Country Planning Acts:

Have you checked if you require planning or listed building consent for the work?

Yes

☐

No

☐

Have you made an application for planning or listed building consent for the works?

Yes

☐

No

☐

If yes, what is the application reference number? _____

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Disabled works (*exempt charge subject to sufficient evidence*)

Do the works fall into one of the categories below?

Yes

☐

No

☐

- a) To provide means of access for a disabled person who is a permanent resident at the dwelling.
- b) To provide accommodation or facilities to secure the greater health, safety welfare or convenience of a disabled person who is a permanent resident at the building where the existing accommodation cannot be used for these purposes without assistance.
- c) The new facility is solely for the storage of medical equipment for the use of the disabled resident.
- d) The new room will provide sleeping accommodation for a carer where the disabled resident requires 24-hour care.
- e) To provide means of access for disabled persons to an existing building where the public are admitted.
- f) To provide facilities in a building where the public are admitted to secure the greater health, safety welfare or convenience of a disabled person.

Notes:

The disabled fee exemption does not apply to the construction of a new building.

Where only part of the works meets one of the criteria above, the fee will reflect the exempt element of the works

FEES (refer to the Building Control Charges and Guidance sheet also)

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Charges:

Floor area of extension/non-domestic works m2 (Tables B & D)
Estimated cost of the works £ (Tables C & E)
Development Category (e.g. A1, B35)

Full Plans Application

	Fee	VAT	Total
Plan Fee £:			
Inspection Fee £:			

Building Notice Application

	Fee	VAT	Total
Building Notice Fee £:			

Application for Regularisation

VAT exempt
Fee £:

Application for Reversion

Please contact Building Control for bespoke fee

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Declaration

This application for building control approval is in relation to the building work etc., as described above. It is submitted in accordance with Regulation 12(2)(a) / (b), (Regulation 18 for Regularisation applications) and is accompanied by the appropriate charge.

I/We understand that further charges may be payable by the applicant following the first inspection by the building control authority.

I/We apply for building control approval as described on this form and as detailed on any supplementary documents.

Signature of Applicant:

Signed: Name: Date:

I, the client, confirm I agree to the application being made and that the information contained in the application is correct.

Signature of Client (where Client is not the Applicant):

Signed: Name: Date:

By signing this application form, you confirm that you have read and understood your role and responsibilities as a duty holder assigned to you, or that you have informed those who have been assigned responsibility for compliance with the Building Regulations, as outlined in Part 2B of the Building Regulations 2010 (as amended).

By signing this application form, you also confirm that you are able to carry out the duties assigned to you.

For domestic clients who have not assigned all duty holder positions, those responsibilities will automatically transfer to the designer in control of the design phase of the project, who will become the Principal Designer, and the contractor in control of the construction phase of the project, who will become the Principal Contractor, all in accordance with Part 2B of the Building Regulations 2010 (as applicable in Wales).

The application for building control approval with full plans to inform the building control authority of building work etc., is restricted to certain building types. Additional information will also be required to accompany your application for building control approval with full plans, depending upon the work proposed. Further information can be found in the attached notes and checklist. This form cannot be used for building control approval applications for higher-risk building work or stage of higher-risk building work or for work to existing higher-risk buildings.

Where building work is proposed to be or is being carried out any time after an application for building control approval with full plans is made or a building notice is given and the dutyholder(s) (Client, Principal contractor (or sole contractor) / Principal designer (or sole or lead designer)) for a project changes, the new dutyholder(s) MUST give a notice to the building control authority within 10 working days of the date when the person became the new dutyholder(s).

Change of dutyholder forms can be requested by emailing building.control@pembrokeshire.gov.uk

For further advice on Building Regulation matters please contact your local Building Control Service:

Pembrokeshire County Council
County Hall, Haverfordwest, Pembrokeshire, SA61 1TP
Tel: 01437 764551

Email: building.control@pembrokeshire.gov.uk

Visit our website: <https://www.pembrokeshire.gov.uk/planning-and-building-control>

The information relating to your application will be retained for a period of 15 years from the date of issue of a completion certificate.

Complaints, Compliments and Suggestions:

Our complaints procedure is available via our website www.pembrokeshire.gov.uk

This form is also available in Welsh.

You can email to request a Welsh language form building.control@pembrokeshire.gov.uk or request via 01437 764551.

APPLICATION NOTES

1. Application Type:

Application for building control approval with full plans - A copy of this form should be completed and submitted with the appropriate fee and a copy of detailed plans, including full constructional specifications and site plan to a scale of 1:1250 or 1:2500. Please note that if works proceed before a formal approval is given, then this is carried out at your own risk. It may be necessary at a later stage to alter parts of the building work/fittings in order to comply with the vetted approved application.

Building Notice Applications - A copy of this form should be completed and submitted with the appropriate fee and a site plan to a scale of 1:1250 or 1:2500 to show drainage details and boundaries of site. Additional information may also be requested, e.g. engineer's calculations.

However the 'Building Notice' option can **not** be used where:

- The building is a 'relevant building' under the Regulatory Reform (Fire Safety) Order 2005.
- The building work is over or within 3m of a public sewer.
- The proposed new dwelling/s front onto a private street.

Resubmission - Please give previous application reference number

Regularisation - Retrospective request to obtain a Regularisation Certificate for unauthorised building work completed without consent.

Reversion - Please contact Building Control for further assistance.

2. **Address where building work is to be carried out:** The full postal address of the location where the building work is to be carried out, including postcode. A location plan sufficient to readily identify the site should be included.

3. **Full description of the proposed work:** Provide a clear description of the proposed works, including the type and extent of the building work (e.g. extension, conversion, alteration, or new build).

Number of bedrooms - The total number of bedrooms proposed within each new dwelling.

Start Date - Date work is due to start on site

Commencement Date - State the expected date work will reach the stage at which it is considered commenced under Regulation 46B (not simply when work first starts on site). See further notes on Intention to Start Work/ Inspections & Commencement

The below roles 4-8 can overlap but must still be clearly identified.

4. **Applicant details:** The person submitting the application for building control. May be the client, builder, architect, or agent acting on behalf of the client. Please note that correspondence will be sent to the person/company named as applicant.

5. **Client / Domestic Client details:** The person or organisation commissioning the building work. Holds overall responsibility for ensuring compliance. (Domestic Client means a client for whom a project is being carried out which is not in the course or furtherance of a business of that client).

6. **Principal contractor / Sole contractor details:** The contractor in overall control of the construction phase. The person appointed to plan, manage and coordinate the construction phase

7. **Principal designer / Sole or Lead designer details:** Responsible for planning, managing, and coordinating design work. Ensures health, safety, and regulatory compliance in design.

8. **Inspection Charge:** Person who has liability for payment of the Inspection Charge which will be invoiced after the first inspection on site. For audit purposes please give FULL first name & surname inc title of the person liable

9. **Regulatory Reform (Fire Safety) Order 2005 (as amended):** This applies to non-domestic buildings (e.g. offices, shops, holiday lets etc) and the common parts of residential buildings (e.g. flats). It does not apply to single private dwellings.

10. **Existing use of the building:** Provide details of the building's current use, the use of each storey, its height (in metres), and the total number of storeys (calculated in accordance with the Higher-Risk Buildings Regulations 2023).

11. **Proposed use of the building:** Provide details of the building's proposed use, the use of each storey, its height (in metres), and the total number of storeys after the proposed work (calculated in accordance with the Higher-Risk Buildings Regulations 2023).

12. **Granting of an application for building control approval with full plans subject to requirements:** Consent to the application being granted with requirements - indicate whether you consent to the application being granted with requirements (conditions) that must be complied with.

13. **Prescribed Period:** Consent to an extension of time - confirm whether you consent to an extension of time for the application to be determined.

14. **Mode of drainage and water supply:**

Means of foul water disposal - State how foul water will be disposed of (e.g. mains sewer, septic tank, treatment plant).

Means of surface water disposal - State how surface water will be disposed of (e.g. sewer, soakaway, watercourse, SuDS).

Means of water supply - State how the building will be supplied with water (e.g. mains or private supply).

15. **SAP Calculations:** If the proposal is for a new house, flat, conversion or extension (where the area of glazing exceeds 25% of the extension floor area) a design SAP is required to be submitted no later than the day before the work starts on site.

16. **Electrical Installations in Dwellings:**

Competent Person Scheme

Where electrical installation work is carried out by an installer registered with an authorised Part P competent persons scheme, there is no requirement to submit a building regulation application (refer to separate guidance for list of approved schemes).

BS7671 I Certificate

A qualified competent electrician (e.g. qualified to City & Guilds Certificate 2391 / 18th Edition IEE Wiring Regulations) will undertake the work and certify that it has been designed, installed, inspected and tested in accordance with BS7671 I and will provide an Electrical Installation Certificate with associated inspection and testing schedules to BS7671 I.

Where electrical work is due to be carried out by an electrician who is unable to provide either of the options above then Building Control can arrange for the work to be inspected. Note this option will attract an additional charge over and above the normal application charge. Please refer to the scheme of charges for details.

17. **Planning Permission Reference:** The reference number of any planning permission granted for the proposed works.

18. **Disabled works:** Some works solely for the benefit of the disabled are exempt from payment subject to sufficient evidence.

19. **Fee Charges:** State the applicable Building Control fees using the Charges & Guidance sheet payable for this application. If you are unsure of the fee then please contact Building Control.

20. **Declaration:** The declaration confirms that the information provided is correct and that the applicant is authorised to act on behalf of the client. The client confirms they agree to the application and understand their responsibilities under the Building Regulations. Signatures may be provided electronically.

Further Guidance

Validity: The Building Regulation application will cease to have effect three years after the date the application was validated by the Authority unless the project is formally commenced within that period. Building etc. (Amendment) (No. 2) (Wales) Regulations 2025 (Regulation 46b)

For further information and guidance regarding multi-plot projects please refer to Building Safety Act 2022 (Section 36)

Intention to Start Work & Inspections: Notice must be given to the building control body overseeing the work; 2 working days before intending to start work, and; within 5 working days of when the work is to be regarded as commenced.

For all other inspections, please give 24-hour notice

Commencement: Commencement is the date when it is proposed the work will reach the point when it is to be regarded as commenced in accordance with Regulation 46B (lapse of building control approval, commencement of work: Wales); and where the work does not consist of work to which paragraph (2) or (3) of Regulation 46B applies, state the details of the work where the client considers building control input is required.

In summary - where complex building is being built, the work is commenced when foundations and the structure of the lowest floor are complete, for any other types of work, work is commenced when enough permanent work is completed that requires building control input.

Completion: Please arrange for a final inspection to be carried out for Building Control to issue a Completion Certificate. If electrical works have been carried out, we will require a copy of the electrical certificate before we can release our Building Regulation certificate.

Building regulations now require that upon completion of building works all duty holders; client, principal contractor and principal designer must issue a signed compliance statement to Pembrokeshire County Council confirming that the works they were responsible for are to the best of their knowledge compliant with building regulations. This statement can be done separately or combined and must be given to Pembrokeshire County Council within 5 days of when you consider the building work to be complete and requires inspection and sign off.

All relevant charges must be paid before the certificate is released. These certificates should be retained with your deeds, as they will be required when your property is sold.

Data Protection: The Council will use the information about you on this form for the purpose of assessing your application for building regulations consent. The works address and description will also be published on our web site. We may share your information with Dwr Cymru Welsh Water, Natural Resources Wales and the Fire Service if required as part of the assessment of your application for building regulations consent.

The Council delivers a range of services for the benefit of you and the local community. The personal information you provide may be shared between the Council Departments and other agencies where we are legally required to do so.

Our fair processing notice is available via our website www.pembrokeshire.gov.uk/privacy-promise