

APPLICATION FOR BUILDING CONTROL APPROVAL WITH FULL PLANS

Building Act 1984 | Building Safety Act 2022 | Building Regulations 2010 (as amended)

Please type or use block capitals. Complete all relevant sections and submit all supporting plans and information.

Building Regulation Application No.
(Office use only)

IMPORTANT: HIGHER-RISK BUILDINGS

This form cannot be used for higher-risk building work or work to an existing higher-risk building. Submit these applications directly to the Building Safety Regulator (BSR).

☐ I confirm this project does NOT involve a Higher-Risk Building.

1. SITE AND PROPOSED WORK

Address of Site (including Postcode):

.....

Description of Proposed Building Work:

.....

.....

.....

Internal Floor Area (of extension): Estimated Cost of Works (if no extension):
£.....

Has planning permission been submitted? ☐ Yes ☐ No Planning reference:

Are you a registered LABC partner? ☐ Yes ☐ No

2. THE DUTYHOLDERS (MANDATORY UNDER PART 2A)

2A. The Client

Name / Company:

.....

Address:

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.....

.....

Telephone:

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Email:

.....

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2B. Applicant / Agent (if different)

Name / Company:

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Address:

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Telephone:

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Email:

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2C. Principal / Lead Designer

Name / Company:

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Telephone:

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Email:

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2D. Principal / Lead Contractor

Name / Company:

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Must be provided before the construction phase begins.

Telephone:

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Email:

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3. EXISTING AND PROPOSED BUILDING DETAILS

Current Use of Building (including each storey):	Proposed Use of Building (including each storey):
No. of Existing Storeys (above / below ground):	Existing Height to top storey* (m):
No. of Proposed Storeys (above / below ground):	Proposed Height post-construction to top storey* (m):

* Building height measured in accordance with the applicable statutory guidance, from ground level to the top useable floor level.

4. TECHNICAL AND REGULATORY INFORMATION

Fire Safety: Is the building one to which the Regulatory Reform (Fire Safety) Order 2005 applies, or will apply after completion?	☐ Yes	☐ No
Drainage & Sewers (Requirement H4): Will the building be built over or within 3m of a public sewer?	☐ Yes	☐ No
If yes, detail precautions to comply:		
Structural Engineering: Have you consulted a qualified structural engineer? Are calculations enclosed? ☐ Yes ☐ To follow	☐ Yes	☐ No
Electrical Works (Domestic): Will a competent electrician registered with a Part P scheme carry out the installation?	☐ Yes	☐ No
Local Enactments: Steps taken to comply with any local enactment that applies:		
For New Dwellings Only		
Number of new dwellings: Number of dwelling types:		
Optional Requirements: Does planning permission specify compliance with optional requirements for water efficiency or access?	☐ Yes	☐ No
Connectivity: Is evidence provided regarding a gigabit-capable public electronic communications network?	☐ Yes	☐ No
Energy & Connectivity Plans: Are the Design SAP Calculation and Connectivity Plan provided?	☐ Yes	☐ No

5. PROCEDURAL AGREEMENTS, COMMENCEMENT AND FEES

Commencement (Regulation 46A)

State the anticipated date work will reach the applicable commencement stage.

Date: **Stage of work:**

.....

Conditional Approval: Do you consent to the application being granted with requirements or conditions?	☐ Yes	☐ No
Extension of Time: Do you agree to an extension of time for determination of the plans?	☐ Yes	☐ No
Completion Certificate: Do you require a completion certificate following satisfactory completion?	☐ Yes	☐ No
Exemption from Charges: Is the work for the sole benefit of a registered disabled person?	☐ Yes	☐ No
Conflict of Interest: Is the building owned by the Local Authority, or is there an actual or perceived conflict involving the Building Control Team?	☐ Yes	☐ No

Inspection Fee Payer

Name:

.....

Address:

.....

Email:

.....

Telephone:

.....

☐ I confirm I have consent to provide these details for invoicing purposes.

6. BUILDING SAFETY LEVY

Complete this section for applications made on or after 1 October 2026 where the work provides one or more new dwellings or purpose-built student accommodation (PBSA) bedspaces. Provide application-stage levy information here. Detailed levy charging information, including floorspace calculations, exemption evidence and supporting schedules, must be provided with the first commencement notice where required.

Residential development: Does the proposed work provide one or more new dwellings or PBSA bedspaces?	☐ Yes	☐ No
Major development: Is the building work, or is it anticipated to be, a major residential development?	☐ Yes	☐ No
Wider development: Is the building work part of a wider development which is, or is anticipated to be, a major residential development?	☐ Yes	☐ No
Residential units: Number of new dwellings: Number of PBSA bedspaces:		

6. BUILDING SAFETY LEVY - CONTINUED

Planning position (tick one):

- ☐ Granted
☐ Submitted but not determined
☐ Prior approval applies
☐ Not yet submitted
☐ Planning Act 2008 section 33 applies

Planning or prior approval reference:

Local Planning Authority:

Exemption or relief: Is a Building Safety Levy exemption or relief being claimed? ☐ Yes ☐ No

If yes, category and supporting information:

Previous levy determination

Give details of any notice for this development or an earlier version of this application.

Notice type / reference / date:

☐ I confirm that the Building Safety Levy information supplied in this application is true and accurate to the best of my knowledge and is supported by the accompanying plans and information.

Further information

Further levy information and evidence may be requested before commencement. Where a levy is payable, the relevant completion certificate cannot be issued until payment requirements have been met.

SUPPORTING INFORMATION CHECKLIST

- ☐ Plans, sections and elevations
☐ Site or block plan
☐ Structural calculations, where applicable
☐ Fire safety information, where applicable
☐ Energy assessment / SAP information, where applicable
☐ Building Safety Levy application-stage information, where applicable
☐ Appropriate application charge or payment information



7. DECLARATIONS (REGULATION 11)

Please complete EITHER Option A (Client) OR Option B (Agent).

OPTION A: Client Declaration

"I confirm that I am the Client for this Building Regulation application. I have read and understood my responsibilities as a dutyholder under Regulation 11 of the Building Regulations etc. (Amendment) (England) 2023. I agree to the application being made and confirm the information supplied is correct."

Signature:

Print Name:

Date:

OPTION B: Agent Declaration (on behalf of the Client)

"I am acting on behalf of the client. I have made my client aware of their full dutyholder responsibilities under Regulation 11, and I have their permission to submit this application on their behalf. The information supplied on this form is correct."

Signature:

Print Name:

Organisation:

Date:

SUBMISSION AND CONTACT DETAILS

Please return this completed form and all associated plans to:

Email: buildingcontrol@solihull.gov.uk

Post: Solihull Metropolitan Borough Council, Council House, Manor Square, Solihull, B91 3QB.
Please retain a copy of the completed form for your records.

GUIDANCE NOTES

1. Completing the form

Complete every relevant section using block capitals or typed text. If a section does not apply, mark it N/A.

2. Higher-risk buildings

Do not use this form for higher-risk building work. Applications for such work must be made to the Building Safety Regulator.

3. Dutyholders

Provide the Client, Applicant or Agent, Principal Designer and Principal Contractor details. If the Principal Contractor is not known at application stage, notify Building Control before the construction phase begins.

4. Plans and information

Submit plans and supporting information sufficient to describe the work and demonstrate compliance with the Building Regulations.

5. Commencement

The anticipated commencement information on this form does not replace statutory notices required when work starts and reaches the applicable commencement stage.

6. Charges

The Council may require additional information to determine the appropriate charge. Any exemption claim should be supported by the information requested.

7. Building Safety Levy

Where applicable, complete the application-stage levy questions. Detailed levy charging information, including floorspace calculations, exemption evidence and supporting schedules, must be provided with the first commencement notice where required.

8. Planning permission

This is not a planning application. If planning permission is required, a separate planning application must be made.

9. Contact

For help completing this form, contact Building Control at buildingcontrol@solihull.gov.uk or telephone 0121 704 8008.