



Leeds
CITY COUNCIL

BUILDING CONTROL SERVICES

Building Control – Public Safety – Specialist Services

**Application Form
Commercial**

Application Number:

For office use only

Website: www.leeds.gov.uk/bc **Telephone:** 0113 3786006

Email: building.control@leeds.gov.uk



**Leeds City Council
Merrion House
110 Merrion Centre
Leeds
LS2 8BB**

This form is to be used when intending to carry out building work and making an application for Building Regulations Approval with Full Plans. The form should be completed by the person intending to carry out the building work or their applicant.

1 Location of building to which the work relates

Address:

Postcode:

2 Description of the proposed work:

Proposed works:

Intended Use:

Intended use of each storey:

Height of the building after work:

Number of storeys:

Date of the start of work of construction on the site:

Estimated cost of work: £

Floor area of new building or extension:

m²

3 Description of existing building (where it already exists)

Description:

Current use:

Use of each storey:

Height of the existing building:

Number of storeys:

4 Client's Details: *(the person for whom the work is being carried out)*

First Name:

Last Name:

Address:

Postcode:

Telephone:

E-mail:

5 Applicant's details: *(the person acting as Agent or Designer to the Client)*

First Name:

Last Name:

Company Name:

Address:

Postcode:

Telephone:

E-mail:

6 Principal Designer's details: *(the lead or sole contractor, if the applicant is not the designer to the client – if known)*

First Name: _____ Last Name: _____
Company Name: _____
Address: _____
Postcode: _____ Telephone: _____ E-mail: _____

7 Principal Contractor's details: *(the lead or sole contractor – if known)*

First Name: _____ Last Name: _____
Company Name: _____
Address: _____
Postcode: _____ Telephone: _____ E-mail: _____

8 Does the Fire Safety Order apply:

Please confirm whether this is a building to which the Regulatory Reform (Fire Safety) Order 2005 applies, or will apply, after completion of the building work?

The Existing Building is subject to the Fire Safety Order: **Yes / No** (Please tick relevant answer)

The Proposed Building is subject to the Fire Safety Order: **Yes / No** (Please tick relevant answer)

Higher risk buildings

The number of storeys in the building as determined in accordance with regulation 6 of the Higher-Risk Buildings (Descriptions & Supplementary Provisions) Regulations 2023, **Number of storeys:**

9 Drainage & water supply: (Please tick relevant answers)*

Is the source of water to the building from: **a water main / a private supply / a well** *
Is the foul water to be drained to the: **foul sewer / cess pool / septic tank / packaged treatment plant** *
Is the surface water to be drained to the: **sewer / soakaway / watercourse / sustainable urban drainage system** *

H4 'Building over sewers'

- 1, Is the proposed building footprint within 3m of a drain or sewer that is greater than 225mm diameter? **Yes / No** *
- 2, Is the proposed building footprint understood to be over a gully, inspection chamber or manhole? **Yes / No** *
- 3, Does the proposed building footprint cover more than 6m of a drain or sewer? **Yes / No** *

Should the answer be 'YES' to any of the above, consultation with the Sewerage Undertaker will be necessary beyond this Full Plans application. Work should **not** commence on site until this consultation has been made and a positive response from the Sewerage Undertaker has been received.

Contact details for the Sewerage Undertaker – e.g. Yorkshire Water PLC Tel: 0345 120 8482

Email: new.development.scheduler@yorkshirewater.co.uk

10 Planning consent: (Please tick relevant answers)*

Is planning consent required? **Yes / No** *
Has a planning application been granted? **Yes / No** * Reference: _____

11 Statements

This application for building control approval with full plans is given in accordance with the Building Regulations 2010 (as amended) and is accompanied by the appropriate plans, information, reports, details, & calculations together with the necessary charge (where applicable).

A, We aim to examine your application in line with Building Regulations within 5 weeks. Do you agree to an extension of time if further information is required from us. **Tick Confirmation:**

B, I consent to the Full Plans application being Granted with Requirements in accordance with Reg 14A (3) (a) & (b)

If you agree to the above, please name, tick and date the below. **Tick Confirmation:**

Name: _____ **Applicant or Client:** _____ **Date:** _____

Important Note:

If the invoice needs to be sent to someone other than the client please provide the following information of the person responsible for payment.

Email address **must** be provided.

Title:	Company Name:
First Name:	Company Number:
Last Name:	Contact:
Address:	Address:
Postcode:	Postcode:
Telephone:	Telephone:
Email:	Email:

ADDITIONAL NOTES

This application is for Building Regulations only. A separate application must be made if you need Planning Permission. Please contact the Enquiry Centre if you are not sure on (0113) 2224409

Once your application has been received and accepted an email will be sent to you explaining how to pay the appropriate fee (please provide your email address). You will have 28 days in which to pay the fee, otherwise an invoice will be sent and an additional administration charge of £50 will be added.

Privacy Notice

The information you provide on this form will only be used by the Council in the consideration of your application. The Council is the Data Controller of the information you provide, and we will only process your contact details and payment information on a contractual basis for the purpose of undertaking this work. In addition, the Council has a public task duty under the Building Act 1984 to maintain a register of all of works related to its Building Control functions. This register will include any relevant documents submitted to us (including those which may contain personal data). Non-personal information regarding your application will be made available on the Council's public access website The Council may also use the information you provide, in our legitimate interests, to contact you with regard to completing an anonymous customer satisfaction survey concerning the service you have received.

The Council's corporate privacy notice, which includes details of the authority's Data Protection Officer and your Information Rights is available at: <https://www.leeds.gov.uk/privacy-statement/privacy-notice>