



HOUSEHOLDER ENQUIRY FORM – BUILDING REGULATIONS

If you are proposing to enlarge or alter your dwelling or erect a building within the curtilage of your property, it is possible that Building Regulations approval will be required.

Please complete this form if:

1. You propose to convert your loft or install a dormer window/roof light
2. You propose to convert a garage or one or more rooms to other purposes
3. You propose to form new window/door openings to external walls
4. You propose to remove internal walls, form new internal openings or carry out other structural works/alterations to floors, roofs, etc.
5. You propose to form an additional bathroom, install additional sanitary fittings and/or alter or provide new drainage
6. You propose to fit new windows or external doors
7. You propose to erect a porch, extension or detached garden room
8. You propose to erect a conservatory
9. You propose to erect a garage
10. You propose to carry out re-roofing works
11. You propose to carry out electrical installations
12. You propose to install a wind turbine, solar panels, etc
13. You propose to install or extend a heating system
14. You propose to install a heat producing appliance (i.e. a log burner, open fire, etc)

If you ensure that answers are given to all the necessary questions, we will endeavour to reply to your enquiry within 10 working days. However, where forms are found to be incomplete or completed incorrectly, it is likely that we will have to contact you for additional information, which may result in delay.

Conversion Table

ft	m	ft	m	ft	m	ft	m	ft	m
1ft	0.30m	4ft	1.22m	7ft	2.13m	10ft	3.05m	13ft	3.96m
2ft	0.60m	5ft	1.52m	8ft	2.44m	11ft	3.35m	14ft	4.27m
3ft	0.91m	6ft	1.83m	9ft	2.74m	12ft	3.66m	15ft	4.57m

For Official Use Only



Tel: 01946 598409

Email: building.control@copeland.gov.uk

HOUSEHOLDER ENQUIRY FORM - BUILDING REGULATIONS

1. Enquirer	
Name:	
Address:	
Postcode:	
Tel:	Fax:
Email:	

2. Address of property the enquiry relates to (if different)
Address:
Postcode:

3. Proposed Works (for example form new window opening, remove structural wall, extension, etc)

4. Conservatories
I. What is the internal floor area? m²
II. Will the conservatory have a translucent roof?
III. Will the conservatory be heated?
IV. Will electrical fittings (lights/sockets) be installed in the conservatory?
V. Will any existing window or door opening be made wider?
VI. Will there be a thermal break (i.e. external quality door) between the conservatory and the dwelling?

5. Extensions/Porches/Outbuildings/Garages/Carports
I. What is the internal floor area? m²
II. Will the proposal be attached to the dwelling?
III. Will electrical fittings (lights/sockets) be installed?
VII. Will any existing window or door opening be made wider?
IV. What will the distance be to the nearest boundary? m
V. What materials will be used for the roof covering and walls?
Roof: Walls:
VI. If the proposal is a carport , will it be open on 2 or more sides?
VII. If constructing a porch , will there be a thermal break (i.e. external quality door) between the porch and the dwelling?

6. Plans of Proposal (please read notes below in all cases)

NOTE: If the works you are proposing are covered by the above Sections 4 & 5, please use the space provided within Section 6 to provide a plan of the proposals, which should include all important dimensions.

If your proposal is NOT covered by Sections 4 & 5 (i.e. loft conversions, re-roofing works, internal alterations, etc) please use Section 6 to provide as much relevant information about your proposal as possible, including sketches where appropriate.

For official use only:	Surveyor	Date
Building Regulations required?		

Comments/Reasons

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Guidance Notes

Is Building Regulations approval the same as planning permission?

Building Regulations approval is a separate matter from obtaining planning permission for your work. Similarly, receiving any planning permission which your work may require is not the same as taking action to ensure that it complies with the Building Regulations.

Planning seeks to guide the way towns, cities and countryside develop, which includes the use of land & buildings, the appearance of buildings, landscaping considerations, highway access and the impact that the development will have on the general environment.

Should you have any queries in relation to the planning process, please contact our Development Control Section:

Tel: 01946 598421/598418

Fax: 01946 598306

Email: devcontrol@copeland.gov.uk

Making a Building Regulations application

There are two ways in which applications can be made to the local authority:

Full Plans: this type of application requires detailed drawings to be submitted to the local authority along with the relevant fee for the work being undertaken. The plans are checked and an approval notice is issued before work commences. This process can take up to 8 weeks dependant on the project but in most cases it will be completed before this.

Building Notice: this type of application is a simpler procedure. Basic details and the relevant fee are required. In this case the plans are not checked and therefore an approval notice is not issued. Instead, work is allowed to commence with regular site inspections made at agreed stages of construction. However, it is important to appreciate that as drawings have not been submitted, problems cannot be easily identified until inspections are carried out on site, at which point the work will have already been carried out and might need amendments, which may prove costly.

Getting the work done

With householders spending hundreds of millions of pounds on home improvements or repairs each year, The Office of Fair Trading has produced a guide to planning and managing work on your home entitled 'Having Work Done On Your Home' in which they suggest steps to take in order to limit causes for complaint:

- 1) Make a plan of what you want done. Don't be pressured into unnecessary work or work you cannot afford. For large or complex jobs, professional advice may well be needed.
- 2) Get the necessary consents or agreements from your local authority and insurance company. Discuss your plans with your neighbours particularly if there are any issues covered by the Party Wall Act. A booklet is available from Building Control.
- 3) Seek at least three quotations based on detailed specification, and compare price, conditions, and reputation for reliability and good workmanship.
- 4) Get a written contract covering all the details of your agreement, notably the work to be done, price, start and completion dates, stage payments and retention periods and the position on delays where time is of the essence.
- 5) Find out whether a worthwhile guarantee is available, giving cover against a contractor ceasing to trade. Insurance backed schemes may be particularly appropriate.
- 6) Avoid deposits and advance payments. Use staged payments as a means of keeping the work progressing. Use any retained payment to ensure that defects discovered after completion are put right.
- 7) Be as clear as possible about the way you will deal with any disputes.
- 8) Make sure that you play fair with the builder. Pay bills for good work promptly. There is no sense in creating unnecessary problems and bad feeling.