

How to apply for Building Regulations approval for property other than a domestic property

Guidance notes: 5

The following guide is for property owners, developers and architects or designers when making an application to us for Building Regulations approval to carry out work to a business property.

The work may include the following:

- Putting up a new building such as a new shopping centre.
- Extending an existing building, for example building an extension to an office block.
- Carrying out structural changes to an existing building, for example removing a load-bearing wall.
- Installing services and fittings such as a heating system, fire-detection system or fire-alarm system.
- Changing the use of a building, for example converting a house into a shop.

Consultation before making an application

We offer a consultation service before you apply for approval. This allows us to give advice and gives you an idea of whether your initial designs are being prepared in line with the Building Regulations.

If necessary, we can arrange a meeting with other public agencies, such as the fire authority, to get their opinion of the design at this stage.

Applying for approval

You (the property owner) can make the application, or you can employ someone to do it for you (an agent). We need full name and contact details for both you and your agent. If your application gives your agent's details, we will send all letters about your application to them.

For planned work to a property other than a domestic property, you must make a full plans application.

For your full plans application to be valid, we need the following:

- A filled-in application form signed by either you or your agent.
- A written estimate of the total cost of the work. If this is over £10,000, we will need a written break down of the costs or a written total estimate from a quantity surveyor.
- The correct fee (based on the total estimated cost of the work).
- A site location plan.
- A site plan clearly marking the position of the buildings and all boundaries, and clearly labelling any site or unit numbers.
- Two copies of any drawings, details and specifications (or four copies if your proposed development is designated under the Fire Services Order – this will allow us to consult with the Fire Service on your behalf).

You must give the following information on the application form:

- Your, and your agent's (if you have one), full name and postal address.
- The full postal address of the property where the planned development or work is to be carried out.
- A brief description of the planned work and details of what any new building or room will be used for.
- The total estimated cost.

When we receive your plans, we will assess them and then send two copies to the Fire Service for their comments. Remember, you can consult us before you make your application.

We aim to deal with your application within 25 working days.

If we are satisfied with your application, we will issue an approval notice. If we are not satisfied with them, we will reject them and write to you or your agent giving our reasons for this. If we receive amended drawings, following our rejection notice, and we are satisfied with these, we will issue an approval notice.

If you need any help, please phone us on 028 9027 0650, or phone our helpline on 028 9027 0432.