



Building Regulations Application for Building Control Approval with Full Plans (Wales) for non-higher-risk building work

1. Applicant details *(The person or organisation making the building control application)*

Name:	
Address & Postcode:	
Phone:	
Email:	

2. Client details *(Legal dutyholder for compliance - The person or organisation commissioning the building work)*

Name:	
Address & Postcode:	
Telephone:	
Email:	

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


Name:	
Address & Postcode:	
Telephone:	
Email:	

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

Name:	
Address & Postcode:	
Telephone:	
Email:	

Cyngor Sir Gâr Carmarthenshire County Council

Yr Uned Rheoli Adeiladu, Ty Parcyrhun, Ffordd Y Rhwd, Rhydaman, SA18 3FB
Building Control Team, Ty Parcyrhun, Ffordd Y Rhyd, Ammanford, SA18 3FB

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County Council 



Notes

[Design and building work: meeting building requirements | GOV.WALES](#)
[Part 2B \(dutyholders and competence\) of these Regulations](#)

The below roles 1-4 can overlap but must still be clearly identified.

1. **Applicant details** - The person submitting the application for building control. May be the client, builder, architect, or agent acting on behalf of the client.

2. **Client details** - The person or organisation commissioning the building work. Holds overall responsibility for ensuring compliance.

3. **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

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

5. Location and Application Details

- **Address of Site** - The full postal address of the location where the building work is to be carried out, including postcode.
 - This must clearly identify the exact site of the works.
 - For sites without a postal address (e.g. new plots), provide:
 - Plot number / site name
 - Nearest road (or nearest postcode where none exists)
 - A location plan must be submitted with the application, showing the site outlined in red and sufficient surrounding detail to identify the location.
- **Number of bedrooms** - The total number of bedrooms proposed within each new dwelling.
- **Resubmission** - The Building Control reference number for any previous application relating to the same site or proposed works.
- **Planning Permission Reference** - The reference number of any planning permission granted for the proposed works.

6. [Regulatory Reform \(Fire Safety\) Order 2005 \(as amended\)](#) - This applies to non-domestic buildings (e.g. offices, shops) and the common parts of residential buildings (e.g. flats). It does not apply to single private dwellings.

7. **Existing buildings** - Provide details of the building's current 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). Helpful links: [Regulation 5](#)

8. Proposed works

- **Provide a 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).
- **Additional details** - Provide the building's current use, use of each storey, height (in metres), and total number of storeys after the proposed work (in accordance with the Higher-Risk Buildings Regulations 2023). Helpful links: [Regulation 5](#) [H4 of Schedule 1](#)



- **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).

9. Commencement

- a) 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).
- b) Where [Regulation 46B](#) (2) or (3) does not apply, identify the parts of the project for which the client considers Building Control input is needed.

10. Granting of full plans Approval - 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.
- **Consent to an extension of time** - Confirm whether you consent to an extension of time for the application to be determined.

11. **Electrical Work** - If applicable, state whether the electrical work will be carried out by a contractor registered with a Part P self-certification scheme. [Approved Document P](#)

12. **Fee Charges** - State the applicable Building Control fees, including plan charge and inspection charge, payable for this application. If you are unsure of the fee then please contact Building Control on **01267 246044** or building.control@carmarthenshire.gov.uk

13. **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.