Applications to be submitted to:
Oldham Building Control Services, Environmental Services Dept., PO Box 30 Civic Centre, West Street, Oldham OL1 1UQ
Tel: 0161-770 4122 (Building Control) Fax: 0161-770 4103
Oldham MBC Switchboard: 0161-770 3000

NOTE: SEPARATE CHEQUES ARE REQUIRED FOR BUILDING REGULATION AND PLANNING APPLICATIONS, PAYABLE TO OLDHAM MBC PLEASE

NOTICE OF INTENTION TO ERECT, EXTEND OR ALTER A BUILDING, EXECUTE WORKS OR INSTALL FITTINGS OR MAKE A MATERIAL CHANGE OF USE OF AN EXISTING BUILDING

If this form is unfamiliar please read the notes which follow, or consult the Building Control office for assistance.

1 Resubmission
If this is a resubmission of plans following a rejection, please state the previous application number
REF:

2 Planning Permission
Have you applied for, or obtained Planning consent for your proposal? YES / NO / N/A
If so, please quote the reference number: REF:

3 Applicant's details (IMPORTANT - The completion of this section in full is essential)
Full Name: _____________________________
Address: _______________________________
Postcode: ___________________ Tel: __________ Fax: __________
e-mail: ____________________________

4 Agent's/Architect's details (where applicable)
Name: _________________________________
Address: _______________________________
Postcode: ___________________ Tel: __________ Fax: __________
e-mail: ____________________________

5 Please provide a description of the proposed works
__________________________________________________________________________
__________________________________________________________________________

6 Where is the work to take place? (Where an extension or new build, a location plan must accompany the application)
Address: ______________________________

7 Domestic Electrical Work (to be completed for all applications that may include electrical work. This would include extensions, loft conversions etc.)
Please provide a description of the proposed electrical alterations/installation:
__________________________________________________________________________
__________________________________________________________________________
__________________________________________________________________________

Will a competent electrician who is registered with an approved self-certifying scheme carry out the electrical adaptations?
YES / NO * If no, please see note overleaf*
Further Information

By statute, we are required to issue a decision on your application within 5 weeks. Are you agreeable to this being extended by a further 3 weeks if we cannot give a decision within this time?  

YES / NO

Do you consent to the plans being passed subject to conditions where appropriate?  

YES / NO

Do you consent to the local authority making minor amendments to the plans?  

YES / NO

Are the works solely to provide unaided access into/within an existing building, or to secure the greater health, safety and welfare of a disabled person? (N.B. Documentation may be required to confirm exemption)  

YES / NO

Use of building

Please state proposed use:  

Please state present use:  

Is the building to be put, or intended to be put, to a use which is designated for the purpose of the Fire Precautions Act 1971 (see note 6)?  

YES/NO

Public Sewers

Where the application is for an extension or new build, have you checked where the public sewers are in relation to the property?  

YES / NO

(Please note that where your proposals will be constructed within 3m of the centre line of a public sewer, permission may be required to build from United Utilities. If you would like a copy of a sewer map, you must contact United Utilities Mapping Services on 0870 751 0101. We can only tell you whether your proposal will be close to a sewer.)

LANTAC (Type approvals for standard construction designs, generally on new dwellings or commercial projects)

1. Insert appropriate certificate numbers:  

2. Name of host local authority:  

<table>
<thead>
<tr>
<th>CHARGES</th>
<th>Plan Fee</th>
<th>Inspection Fee</th>
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<tr>
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<td>Net</td>
<td>Vat</td>
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<tr>
<td>New dwellings</td>
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<td></td>
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<tr>
<td>Domestic Extensions/garages</td>
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<td>Internal floor area: ___________ m²</td>
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<td>(please add together where more than one extension)</td>
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<td>All other work (inc. loft</td>
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<td>conversions/electrical adaptations)</td>
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<td>Est. cost = £</td>
<td></td>
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<tr>
<td>TOTAL</td>
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FOR OFFICE USE ONLY -- FEE CHECK  

Officers Initials:  

Date:

Statement

This notice is given in relation to the building work as described, is submitted in accordance with Regulation 12(2)(b) and is accompanied by the appropriate fee.

I understand that further fees may be payable following inspection by the inspecting authority.

Name:  

Signature:  

Date:  

Please make cheques payable to Oldham MBC.

Have you:

- enclosed two copies of the fully completed form?
- enclosed two copies of plans for domestic work, four copies for non-domestic?
- enclosed two copies of location plans where the proposal is for an extension or new build?
- enclosed two copies of structural calculations (where steel beams, complex roof structures etc. are being used)?
- enclosed the correct fee (please check on 0161-770 4122 if you are unsure)?
- specified where the inspection invoice must go to, providing full details?
NOTES

1. The applicant is the person on whose behalf the work is being carried out, e.g. the building's owner.

ALL DETAILS MUST BE ENTERED - THESE ARE ESSENTIAL FOR INVOICE PURPOSES.

2. The Full Plans application must be used where:
   - works are in relation to a non-domestic building;
   - any wall of a new building or extension is within 3 metres from the centre line of a public sewer.

3. Two copies of this notice should be completed and submitted with plans and particulars in duplicate in accordance with the provisions of Building Regulation 13.

Note: Two additional copies of the plans and particulars must be supplied for applications involving non domestic premises.

4. Subject to certain exceptions a Full Plans submission attracts local authority charges, payable by the person by whom or on whose behalf the work is to be carried out. These are generally payable in two stages, the first must accompany the deposit of the plans, the second after the first site inspection of work in progress. However, if the application relates to:
   i) a proposed extension with a floor area less than 10m², or
   ii) a Schedule 3 application where the estimate is less than £5,000
   the total fee payable should accompany the deposit of the plans and particulars.

5. The inspection fee element is generally a single payment in respect of each individual building, covering all site visits which may be necessary until the work is satisfactorily completed.

6. The appropriate fee is dependent upon the type of work proposed.

Scales of charges and methods of calculation are set out in the Guidance Notes on Fees which are available upon request.

7. In order for works to be exempt from the charges they must comprise of alterations and/or an extension undertaken to improve disabled access/egress to a building, or solely to provide greater health and welfare of disabled persons.

8. Subject to certain provisions of the Public Health Act 1936, owners and occupiers of premises are entitled to have their private foul and surface water drains and sewers connected to the public sewers, which may be available. Special arrangements apply to trade effluent discharge. Persons wishing to make such connections must give not less than 21 days notice to the appropriate authority.

9. Section 16 of the Building Act 1984 provides for the passing of plans subject to conditions. The conditions may specify modifications to the deposited plans and/or that further plans/details shall be deposited.

10. These notes are for general guidance only, more detailed particulars regarding: (i) the deposit of plans, can be found in Regulation 13 of The Building Regulations 2000, and (ii) the charges, both in The Building (Local Authority Charges) Regulations 1998, and the council's Scheme of Charges.

11. Persons proposing to carry out building work or make a material change of use of a building are reminded that permission may be required under the Town and Country Planning Acts.

12. Further information and advice concerning the Building Regulations and Planning matters may be obtained from the Department of Environmental Services.

13. Completion Certificates will be issued upon successful completion of the proposals to the satisfaction of the local authority.

14. Where the proposed works are to be undertaken in close proximity to adjacent boundaries/neighbouring properties, your attention is drawn to the obligations to neighbours under The Party Wall Act 1996.

15. In order to assist us to process your application as quickly as possible, please be sure to sign the forms and cheque (where appropriate), include the correct number of plans and calculations etc.

PLEASE NOTE: Any cheques presented should be made payable to "Oldham MBC." Planning and Building Control require separate cheques for their respective applications.

IMPORTANT NOTE REGARDING ELECTRICAL WORKS WITH EFFECT FROM 1ST JANUARY 2005

Further to question 7 overleaf, if your electrician is not registered with an approved self-certifying scheme, you will need to have the work inspected prior to plastering and at completion by the Building Control Officers. If your electrician is not registered with a recognised body, you will also be required to arrange for a competent electrician who is registered with either NICEIC or ECA to inspect and test the installation prior to the electrics being covered over. They must provide a test report (identified in BS7671:2001 as amended) to Building Control which has no limitations. You will need to pay the competent electrician for this additional check and test.

Please note that Building Control may require an additional fee for the electrical works, where they are not being undertaken directly as a result of the main works described on this form.

Building Control will not issue Completion Certificates until they are satisfied that the relevant installation and test certificates have been received.
Further Information

Location Plans are often an essential component of both Planning & Building Regulation applications and copies are available for purchase by contacting 0161-770 4122. Building Control need to know the precise location of your new building or extension, in order that the site can be checked for contaminated land. We also need to check whether your proposals will be located close to a public sewer. Please note there is a fee payable.

Should you have any difficulties in determining the necessary sums to be paid, or need assistance in completing the Building Regulation application forms do not hesitate to contact Building Control on our "Help Line" number on 0161-770 4122.

Inspection of Building Works

Building Control involvement does not end after processing the application. In order to determine that the works proceed in accordance with the "Approved Plans", and to safeguard your investment in the project, Building Control Officers are required to be given the opportunity to visit to inspect certain stages of the building works.

Upon approval of the Full Plans application, or upon commencement of the works (whichever is the sooner), an 'Inspection Notification Framework' will be distributed. This will identify the key areas of inspections required, tailored specifically to your particular project. For householder applications, this will be sent direct to the applicant, with a copy for the use of the Contractor. For larger projects, this will usually be sent to the agent.

Use of the notification framework will allow us to provide a Completion Certificate at the end of the project, a document which is usually required on the sale of the property. Be sure that this inspection service is used to the full either by contacting us directly yourself, or by checking that your builder has.

We would advise you to contact us as soon as you are aware that you are going to need an inspection. We endeavour to provide a fast, responsive service. However, during busy periods, it may be difficult for us to offer inspections as quickly as we would like. It would also be greatly appreciated if you could let us know if you need an inspection cancelling, in order to prevent wasted visits.

Useful Telephone Numbers

Planning 0161-770 4105 Road Safety 0161-770 4332
Disabled Access Issues 0161-770 4126 Highways Maintenance 0161-770 4320
Licensing applications 0161-770 4482 Structural Engineers 0161-770 4372
Naming of new streets 0161-770 4376 Street lighting 0161-770 4330
Numbering of new streets 0161-770 4122 Food Hygiene 0161-770 4507
Street name plates 0161-770 4320 Trading Standards 0161-770 4481
Land charges 0161-770 4849 Septic Tanks 0161-770 4466
United Utilities (purchase sewer maps)0870 751 0101 Pollution Control 0161-770 4501
Traffic issues 0161-770 4361 Pest Control 0161-770 4476

Oldham Metropolitan Borough

Building Control Helpline: 0161-770 4122