

Supplementary Information Form

From 1 October 2023, significant changes to the Building Regulations 2010 will come into effect. Additional information will now be required when submitting applications. Until our back-office system and forms are updated please can you provide the following information.

Clients details if applicant is not the client *

Principal designer details *

Principal Contractor details (if known) * #

The building is/is not (*delete as appropriate*) a building to which the Regulatory Reform (Fire Safety) Order 2005 applies or will apply after completion of the building work;

Where the work consists of work to an existing building, a description of the existing building including—

(i) details of the current use of the building, including the current use of each storey;

(ii) the height of the building;

(iii) the number of storeys in the building as determined in accordance with regulation 6 of the Higher-Risk Buildings (Descriptions and Supplementary Provisions) Regulations 2023;

A description of the proposed work, including—

(i) details of the intended use of the building, including the intended use of each storey;

(ii) the height of the building after the proposed work;

(iii) the number of storeys in the building after the proposed work as determined in accordance with regulation 6 of the Higher-Risk Buildings (Descriptions and Supplementary Provisions) Regulations 2023;

(iv) the provision to be made for the drainage of the building;

(v) where paragraph H4 of Schedule 1 imposes a requirement, the precautions to be taken in the building over a drain, sewer or disposal main to comply with the requirements of that paragraph;

(vi) the steps to be taken to comply with any local enactment that applies; and

(vii) a statement setting out—

Commencement.

The date when it is proposed the work will reach the point when it is to be regarded as commenced in accordance with regulation 46A (lapse of building control approval: commencement of work); or

Where the work does not consist of work to which paragraph (2) or (3) of regulation 46A applies, details of the work which the client considers amounts to 15% of the proposed work.

Where the application is made by someone on behalf of the client, a statement is to be attached signed by the client or a statement sent via email from the client confirming they agree to the application being made and that the information contained in the application is correct.

This application is an application for building control approval with full plans given under regulation 12(2)(b) and by submitting I am agreeing to a decision on the plans being issued within 8 weeks of validation, which may be extended upon written agreement.

By completing and submitting this form you are confirming all the relevant requirements of Part 2A (dutyholders) has been complied with.

NOTE - Plans are only full plans if they consist of—

(a) a description of the proposed building work, renovation or replacement of a thermal element, change to the building's energy status or material change of use;

(b) the plans, particulars and statements required by paragraphs (1), (1A) and (2) of regulation 13;

(c) where paragraph H4 of Schedule 1 imposes a requirement, particulars of the precautions to be taken in building over a drain, sewer or disposal main to comply with the requirements of that paragraph; and

(d) any other plans which are necessary to show that the work would comply with these Regulations.

* 'details' mean name, address, telephone number and email address

If the principal contractor is not known at submission these details must be provided to the Local Authority before the construction phase begins

Important information – client appointment of principal contractor and designer.

If a domestic client fails to appoint, as per Regulation 11D, these roles automatically default as follows:

- **The designer in control of the design phase of the project is the principal designer.**
- **The contractor in control of the construction phase of the project is the principal contractor.**

The majority of commercial clients will have the appointments in place, however, if not the client can temporarily take on these roles until appointments are made, as per Regulation 11D.

In all cases the duty holders must be aware of their responsibilities under the new regulations, including the need to provide compliance declarations upon completion of the building work.

[The Building Regulations etc. \(Amendment\) \(England\) Regulations 2023](https://www.legislation.gov.uk)
[\(legislation.gov.uk\)](https://www.legislation.gov.uk)

[The Building \(Higher-Risk Buildings Procedures\) \(England\) Regulations 2023](https://www.legislation.gov.uk)
[\(legislation.gov.uk\)](https://www.legislation.gov.uk)