

Guidance Notes: Making a Building Regulations Application Online

The Building Control's service lets you make and submit an application for Building Regulations online.

The service has been implemented so that, in most cases, all parts of the application for approval be completed and submitted electronically.

Using the online forms service you can: -

- Complete the application forms
- Attach supporting documentation
- Submit the application

Details of the individual steps you will need to complete before your application can be submitted to the authority are as follows:

Complete the form

Your form is made up of a series of questions that need to be answered to allow the authority to determine your application.

If you deem that the question being asked is not relevant to your application then you may need to enter 'not applicable' within the relevant section. However, we would advise you to contact your authority to make sure that they do not need this question answered to validate your application type.

Attach supporting documentation

Most applications require more information than can be provided by the application form alone.

The authority will not be able to process your application unless the mandatory supporting documentation has been provided. You can also attach any other relevant documentation which you think will help the local authority determine the application.

When uploading supporting documents for electronic submission individual files should not exceed 5MB in size. There is currently a limit on the overall size of all attachments and we do recommend that you do not exceed 14MB.

Document and file types

There are several ways in which you can help the Building Control Unit process your application more efficiently:

- Portable Document Format (pdf) is a trusted and reliable open file format used to convert virtually any document into an easily readable, industry standard format. Converting, (or scanning) original drawing files into pdf format reduces the original file size, while protecting file integrity and preserving source file information.

- Wherever possible, try to format your plans and elevations on A3 sheet size (or reduce the original to A3), this reduces print time and costs for the authority where printed copies are required for consultation.
- Make sure you always clearly state the original sheet size and drawing scale, include a scale bar and key dimensions which will enable your drawing to be scaled accurately on-screen at any size.
- If you reduce your original drawing to A3 for submission, ensure you state the original sheet size and scale, as well as the reduced sheet size (e.g. Scale 1:500 at A2 original size, reduced to A3). Also ensure that annotations and other text are legible at the reduced size.

For consistency it is recommended that you use the following file types, for supporting documents, wherever possible.

- Images/plans: pdf, bmp, gif, jpg/jpeg, plt, png, tif/tiff
- Documents: pdf, doc, rtf, txt, xls
- Video: avi, mpg/mpeg, wmv

If you wish to use any other file types you should check with the Building Control Unit before submission as this may cause problems in receipt.

Ultimately, if the authority cannot view an attached file then you may be asked to provide it in a file type they can use or supply a hard copy of the information.

When using compressed file formats (jpg/jpeg, pdf, avi, wmv) you should ensure that the document is of high enough quality and resolution, otherwise you may be asked to resubmit it.

You should not upload exe, zip or other archive formats as these are commonly identified by security software as high risk and may not be transferred to the authority correctly.

Attaching plans and drawings

All plans **must** have a scale bar, key dimensions, the direction of North, original paper size and scale (eg 1:200 at A3) clearly marked upon them.

While not compulsory, submitting plans and drawings on A3 will help the authority process your application more efficiently. For example, consider placing fewer elevations on smaller page sizes, even if this means submitting more documents.

Submit the application

Submitting the application will send the application form and supporting information to the authority.

Calculate fees for the application

Please note that while every effort may have been taken to ensure that the fee has been calculated correctly, the determination of whether the fee is correct is solely the responsibility of the authority. Once you have submitted an application, the fee will be checked by the authority and they will confirm whether the fee is correct.

If you are claiming an exemption in payment (e.g. if the proposed works are in connection with the provision of disability adaptations to a building), then we may require a statement attached to your application giving the appropriate details (you will need to contact our authority before submission to confirm this).

Paying for the application

1. Write a cheque payable to Carmarthenshire County Council
2. Clearly mark the application reference number on the back of the cheque
3. Post the cheque as soon as possible to Carmarthenshire County Council, Building Control Unit, Building 16, St David's Park, Jobswell Road, Carmarthen, Carmarthenshire, SA31 3HB.

We are currently progressing towards enabling electronic payments.

What happens next?

Once the authority has received your application successfully you will receive a confirmation email. The confirmation email will include a unique reference number which should be quoted in all correspondence with the authority.

Please note that the email from the Building Control Unit does not constitute the formal acceptance of your electronic submission by your local authority.

Once the authority has received your application it will validate it within its normal workflow processes and timescales. If the local authority needs more information or has any queries it will contact you directly.

For further information on the progress of your online application please contact your local authority quoting your reference number.

Getting Help

If you are having difficulty completing the application or using the service please contact the Building Control Support Team on building.control@carmarthenshire.gov.uk or telephone 01267 246012 / 246015

Once the application has been submitted the authority will be able to assist with any queries.