PlanningPortal

**This form is specifically designed to be printed and completed offline.**
**Please complete this form in block capitals using black ink to facilitate scanning.**

**If you would rather make this application online, you can do so on our website:**
**https://www.planningportal.co.uk/apply**

# Application for Building Control Approval of Higher Risk Building Work

## The Building (Higher-Risk Buildings Procedures) (Wales) Regulations 2025

Introduced on 1st July 2026, this is a detailed application for work: to create a new Higher Risk Building; to an existing Higher Risk Building; to an existing building that will become a Higher Risk Building as a result of the work. It needs to be submitted to the local authority where the site is located. These applications cannot be made to a partnership authority or a private sector registered Building Control Approver.

## This form is for use in Wales only

The information requirements for applications in England are different, and applications need to be made to the Building Safety Regulator:
https://www.gov.uk/guidance/building-control-approval-for-higher-risk-buildings

### Privacy Notice

This form is provided by Planning Portal and based on the requirements provided by Government for the sole purpose of submitting information to a Local Authority Building Control department in accordance with the legislation detailed on this form.

Please be aware that once you have downloaded this form, Planning Portal will have no access to the form or the data you enter into it. Any subsequent use of this form is solely at your discretion, including the choice to complete and submit it to a Local Authority Building Control department in agreement with the declaration section.

Upon receipt of this form and any supporting information, it is the responsibility of the Local Authority Building Control department to inform you of its obligations in regards to the processing of your application. Please refer to its website for further information on any legal, regulatory and commercial requirements relating to information security and data protection of the information you have provided.

Please ensure that the information you submit is accurate and correct and does not include personal or sensitive information. If you require any further clarification, please contact the Local Authority Building Control department directly.

Find contact details for Local Authority Building Control departments: https://www.planningportal.co.uk/findyourlabc

If printed, please complete using block capitals and black ink.

## Higher Risk Buildings

A Higher-risk building is classified as any building that has at least 7 storeys or is at least 18 metres in height and contains:
- at least one residential unit,
- a hospital that has at least one bed intended for use by a person admitted to the premises for an overnight stay,
- a care home, or
- a children's home, and

is not an excluded building

View legislation detailing the description of higher risk buildings, excluded buildings, and how to measure height and calculate storeys:
https://www.legislation.gov.uk/wsi/2023/1210/contents

### Application Summary

Application Ref: (Office use only)

Local Authority / Building Control Body:

## 1. Site Location

Please provide the full postal address of the application site.

Unit: Number: Suffix:

Building name:

Address 1:

Address 2:

Address 3:

Town/City:

Postcode:

**Description of site location**

A description of the site location must always be provided if a postcode is not entered

**Grid reference:** Easting (x): Northing (y):

Please provide any further details of the site location

## 2. Applicant Details

Following the changes to the building control regime on 1st October 2023, the roles of applicant and client have been introduced.
The applicant is the person who makes the application.
The client is the person the application is being made on behalf of, where different from the applicant.
If you are making the application on behalf of yourself (i.e. the applicant and client are the same person) then you are only required to fill out the applicant details.

Title: First Name: Surname:

Company Name:

Primary Number: Secondary Number:

Email Address:

Address Line 1:

Address Line 2:

Address Line 3:

Town / City:

Country: Postcode:

## 3. Client Details

Is the application being made on behalf of a client? ☐ Yes ☐ No

If yes, please provide the client's details.

**Where the application is not being submitted by the client, you will need to also provide a 'Statement of consent', signed and dated by the client stating that they agree that the application can be made and the information contained in the application is correct.**

Title: | First Name: | Surname:

Company Name:

Primary Number: | Secondary Number:

Email Address:

Address Line 1:

Address Line 2:

Address Line 3:

Town / City:

Country: | Postcode:

## 4. Principal (or Sole) Contractor Details

Please provide the principal (or sole) contractor's details.

Title: | First Name: | Surname:

Company Name:

Primary Number: | Secondary Number:

Email Address:

Address Line 1:

Address Line 2:

Address Line 3:

Town / City:

Country: | Postcode:

## 5. Principal (or Sole/Lead) Designer Details

Please provide the principal (or sole/lead) designer's details.

| | | | | | |
|---|---|---|---|---|---|
| Title: | | First Name: | | Surname: | |
| Company Name: | | | | | |
| Primary Number: | | | Secondary Number: | | |
| Email Address: | | | | | |
| Address Line 1: | | | | | |
| Address Line 2: | | | | | |
| Address Line 3: | | | | | |
| Town / City: | | | | | |
| Country: | | | Postcode: | | |

## 6. Existing building

Does the proposed work consist of work to an existing building? ☐ Yes ☐ No

If no, please skip to the 'Proposed work' questions and complete both:
- 7a. Proposed Work: General information; and
- 7b. Proposed Work: New higher risk building.

If yes, is the building currently a higher risk building? ☐ Yes ☐ No

View legislation detailing the description of higher risk buildings, excluded buildings, and how to measure height and calculate storeys: https://www.legislation.gov.uk/wsi/2023/1210/contents

Please complete this question and '7a. Proposed work: General information'. Additionally:
- If the existing building **is a higher risk building**, also complete '7c. Proposed work: Existing higher risk building'
- If the existing building **is not a higher risk building**, also complete '7b. Proposed work: New higher risk building'

What is the height of the existing building? _____ metres

How many storeys are in the existing building? _____

Please provide details of the current use of the existing building, including the current use of each storey:

How many flats are in the existing building? _____

'Flat' means separate and self-contained premises constructed or adapted for use for residential purposes and forming part of a building from some other part of which it is divided horizontally.

How many residential rooms are in the existing building? _____

'Residential room' means a room, or a suite of rooms, which is not a flat and which is used solely by one or more persons to live and sleep and includes a room in a hall of residence or a residential home, but does not include a room in a hospital or similar establishment, which is used for patient accommodation.

How many commercial units are in the existing building? _____

'Commercial unit' means a part of a building in separate occupation which does not contain a flat or residential room.

## 7a. Proposed work: General information

Please complete this question and:
- If this **does not relate to an existing building**, or **the existing building is not currently a higher risk building**, also complete '7b. Proposed work: New higher risk building'
- If the existing building **is a higher risk building**, also complete '7c. Proposed work: Existing higher risk building'

Please describe the proposed work.
Any renovation or replacement of a thermal element, change to a building's energy status or material change of use should be detailed.

## 7a. Proposed work: General information (continued...)

Please provide details of the the provision to be made for the drainage of the building:

Does requirement H4 (Building over sewers) apply to the proposed work? ☐ Yes ☐ No

Requirement H4 applies only to work carried out:

(a) over a drain, sewer or disposal main which is shown on any map of sewers; or

(b) on any site or in such a manner as may result in interference with the use of, or obstruction of the access of any person to, any drain, sewer or disposal main which is shown on any map of sewers.

If yes, please provide details of the precautions to be taken in the building over a drain, sewer or disposal main to comply with the requirements:

## 7a. Proposed work: General information (continued...)

Does any local enactment apply to the proposed work? ☐ Yes ☐ No

If yes,

Please provide details of the steps to be taken to comply with any local enactment that applies:

Has planning permission been applied for? ☐ Yes ☐ No

If yes,

Please state the planning reference number

## 7b. Proposed work: New higher risk building

If this **does not relate to an existing building**, or **the existing building is not currently a higher risk building**, complete this question.
If **the existing building is a higher risk building**, you should complete '7c. Proposed work: Existing higher risk building' instead.

What will be the height of the building after the proposed work? metres

How many storeys will be in the building after the proposed work?

View legislation detailing the description of higher risk buildings, excluded buildings, and how to measure height and calculate storeys: https://www.legislation.gov.uk/wsi/2023/1210/contents

Please provide details of the intended use of the building, including the intended use of each storey:

How many flats are in the proposed building?

'Flat' means separate and self-contained premises constructed or adapted for use for residential purposes and forming part of a building from some other part of which it is divided horizontally.

How many residential rooms are in the proposed building?

'Residential room' means a room, or a suite of rooms, which is not a flat and which is used solely by one or more persons to live and sleep and includes a room in a hall of residence or a residential home, but does not include a room in a hospital or similar establishment, which is used for patient accommodation.

How many commercial units are in the proposed building?

'Commercial unit' means a part of a building in separate occupation which does not contain a flat or residential room.

Please provide the date when it is proposed the work will reach the point when it is to be regarded as commenced in accordance with Regulation 46B (Lapse of building control approval: commencement of work) of The Building Regulations 2010 (as amended)

Date (DD/MM/YYYY)

## 7c. Proposed work: Existing higher risk building

If the existing building **is a higher risk building**, complete this question.
If this **does not relate to an existing building**, or **the existing building is not currently a higher risk building**, you should complete '7b. Proposed work: New higher risk building' instead.

If the height is changing, what will be the height of the building after the proposed work?

If the number of storeys is changing, how many storeys will be in the building after the proposed work?

View legislation detailing the description of higher risk buildings, excluded buildings, and how to measure height and calculate storeys: https://www.legislation.gov.uk/wsi/2023/1210/contents

If the use of the building is changing, please provide details of the intended use of the building, including the intended use of each storey:

If the number of flats is changing, how many flats are in the proposed building?

'Flat' means separate and self-contained premises constructed or adapted for use for residential purposes and forming part of a building from some other part of which it is divided horizontally.

If the number of residential rooms is changing, how many residential rooms are in the proposed building?

'Residential room' means a room, or a suite of rooms, which is not a flat and which is used solely by one or more persons to live and sleep and includes a room in a hall of residence or a residential home, but does not include a room in a hospital or similar establishment, which is used for patient accommodation.

If the number of commercial units is changing, how many commercial units are in the proposed building?

'Commercial unit' means a part of a building in separate occupation which does not contain a flat or residential room.

Please provide either:
The date when it is proposed the work will reach the point when it is to be regarded as commenced in accordance with Regulation 46B (Lapse of building control approval: commencement of work) of The Building Regulations 2010 (as amended)

Date (DD/MM/YYYY)

Or, where the work does not fall within Regulation 46B of the Building Regulations 2010
The date when the client assesses building control supervision will be required

Date (DD/MM/YYYY)

## 8. Fire Safety, Public Sewer and Highways

Is it the intention to carry out building work in relation to a building which is, or will be, within the scope of the Regulatory Reform (Fire Safety) Order 2005?

☐ Yes ☐ No

Note: With the exception of single family dwelling houses, all buildings are covered by the Regulatory Reform (Fire Safety) Order.

Is there a public sewer within 3m of any proposed extension/detached building?

☐ Yes ☐ No ☐ Not applicable

Is the building to be erected, located upon a private street as defined in Part XI of the Highways Act 1980 (as amended)?

☐ Yes ☐ No ☐ Not applicable

## 9. Electrical Safety

Will any electrical installation work be designed, constructed, inspected and tested in accordance with BS7671 or will it be undertaken by an electrician registered with a competent persons scheme?

☐ Yes ☐ No ☐ Not applicable

## 10. Prescribed Period

Do you agree to the prescribed period being extended from 12 weeks to a period you will agree with the local authority?

☐ Yes ☐ No

Note: Your agreement to extend the period of time for determining your application may assist you if we require amendments/details, to your application

## 11. Trees

Where a new building or an extension to a building is to be erected, are there any trees within 30 metres of the building?

☐ Yes ☐ No ☐ Not applicable

Note: Select not applicable if this is not a new building or extension.

## 12. Party Wall

Work on or close to party walls etc. is controlled by the Party Wall Act 1996. This places a duty on the owner(s) of the building where the work is being carried out to give notice to any affected neighbour(s).

Have you dealt with matters under the Party Wall Act 1996?

☐ Yes ☐ No ☐ Not applicable

Note: Select 'Not applicable' if there is no party wall.

## 13. Conditions

Do you agree for the plans to be subjected to conditions where appropriate?

☐ Yes ☐ No

## 14. Declaration

Please check the box to confirm that you understand the declaration.

This submission is made in relation to the building work described, in accordance with The Building (Higher-Risk Buildings Procedures) (Wales) Regulations 2025, and is accompanied by the appropriate fee. ☐
I/we understand that in most cases a further charge will be payable following the first inspection by the building control body.

Signed - Applicant

Date (DD/MM/YYYY)