



Website: www.dover.gov.uk

Full Plans Application

Telephone 01304 872495
buildingcontrol@dover.gov.uk



If you have any queries please contact the Building Control Team for assistance on 01304 872495.

1. Applicant details (see guidance note 1)

Company/Name
Address.....
Postcode..... Home Number..... Mobile Number
E-mail

2. Agent details (see guidance note 2)

Please tick if not applicable

Company/Name
Address.....
Postcode..... Work Number..... Mobile Number
E-mail

3. Location of building to which work relates and description of proposed work (see guidance note 3)

Please tick if the address is the same as applicants (Section 1)

Address.....
Number of storeys..... Use of building.....
Proposed Works.....
.....
.....

4. Conditions/extension of time (see guidance note 4)

Do you agree to your plans being passed subject to conditions? Yes No
Do you agree to an extension of time if matters cannot be resolved within the five-week period? Yes No

5. Details of whom to invoice for inspection fee (see guidance note 9)

Please tick if the same as applicants details (Section 1)

Name.....
Address.....
Postcode..... Home Number..... Mobile Number
E-mail

6. Type of Proposed Work (see guidance note 6)

	Please Tick	Relevant Amount
New dwelling(s)		No
Extension(s) internal floor area		M ²
Loft conversion internal floor area		M ²
New garage internal floor area		M ²
Garage conversion internal floor area		M ²
Re-roof		Yes No
Replacement windows and/or doors		No
All non-domestic work & any domestic work NOT specified above or in Table 2 of the fees sheet. Please describe and provide an estimated cost of works:		Estimated Cost £.....

7. Electrical Installations – Part P Compliance (see guidance note 7)

- Please tick if Part P is not applicable

All electrical works relating to this application **WILL** be carried out by self-certifiable, Part P registered electrician.

- Please tick if you **AGREE** with the above statement.

If you do not use a Part P registered electrician then an **ADDITIONAL** fee of £196.40 (inc VAT) will need to be added to the application to ensure that our electrical agents attend site and inspect several stages of the electrical installation to ensure compliance.

- Please tick if you have enclosed the **ADDITIONAL** fee and require our electrical agents to inspect the electrical installation.

For a further explanation of electrical Part P compliance please look at the guidance notes section 7 or call Building Control directly on 01304 872495

Without Part P compliance the application will not be signed off and an additional regularisation fee will be required

8. Initial Submission Charge (see guidance note 8)

Submission charge (inc VAT) £..... Please select: Paid To Pay by Card Cheque

9. Check list

- I have completed all the relevant sections and have read the guidance notes where needed.
- I have included the correct fee and made the cheque payable to **Dover District Council**. Or
- I have noted that I will call to pay by debit/credit card over the telephone.
- I have included a block plan at a scale of no less than 1:1250** (See guidance note 10)

Name..... Date.....

Please return completed form to: Building Control, Dover District Council, White Cliffs Business Park, Dover, Kent. CT16 3PJ

or return by e-mail to: buildingcontrol@dover.gov.uk