

# FULL PLANS SUBMISSION

The Building Act 1984  
Building Regulations 2010

## REGULATORY SERVICES

Maidstone House, King Street, Maidstone, Kent, ME15 6JQ  
Tel: 01622 602701  
Email: [building@maidstone.gov.uk](mailto:building@maidstone.gov.uk)

Reference N°: (Office use only)

To be completed by the person intending to carry out the work or their agent. Please read the notes on the reverse.

**1 Applicant Details** (See Note 2 & 14) Name: \_\_\_\_\_  
Address: \_\_\_\_\_  
Postcode: \_\_\_\_\_ Tel: \_\_\_\_\_ Email: \_\_\_\_\_

**2 Agents Details** (if applicable) Name: \_\_\_\_\_  
Address: \_\_\_\_\_  
Postcode: \_\_\_\_\_ Tel: \_\_\_\_\_ Email: \_\_\_\_\_

**3 Address or Location of Building/Site where work is to be carried out**  
\_\_\_\_\_

**4 Proposed work** (See Note 7) \_\_\_\_\_ **Proposed Use** e.g. Domestic  
If existing state present use. \_\_\_\_\_

**5 Conditions** (See Note 9) Do you consent to plan being passed conditionally? YES  NO   
**Extension of Time:** We plan to check your application within 10 working days of receipt. We always work towards approving applications and agreeing to extend the decision period to 2 months gives more time to request and check any amended plans. YES  NO

**6 Fees** (See separate Guidance Notes for information)

New Build Houses less than 300m <sup>2</sup> and Flats under 4 storeys	N° of Units	<input type="text"/>
Domestic Garages, Extensions & Loft Conversions	Floor Area m <sup>2</sup>	<input type="text"/> M <sup>2</sup>
Estimated cost of works (Extensions and Loft Conversions over 1000m <sup>2</sup> and all alterations)	<b>ESTIMATE</b>	£ <input type="text"/>
	<b>FEE SUBMITTED</b>	£ <input type="text"/>

**Where there is an inspection fee element this will be invoiced following the first inspection of works and payment will be the responsibility of the applicant**

**8 Statement:** This Notice is given in relation to the building work as described above and is submitted in accordance with Regulation 12(2)(b) and is accompanied by the appropriate fee.  
Name: \_\_\_\_\_ Signature: \_\_\_\_\_  
Date: \_\_\_\_\_



1. Maidstone Borough Council takes its obligations under the Data Protection Legislation very seriously and will not disclose information to any unauthorised person. Information may be shared with other services within the Council or disclosed to other Local and Public Authorities or Government agencies that have a legitimate reason to request the disclosure. The Council is under a duty to protect the public funds that it administers and to this end, it may use the information that you have provided for the prevention and detection of crime and / or fraud. It may also share this information with other bodies responsible for auditing or administering public funds for these purposes. If you wish to know more about the uses to which the information may be put by the Council, please contact the Assistant Director of Environmental and regulatory Services.
2. The applicant is the person on whose behalf the work is being carried out, e.g. the owner of the building.
3. This form should be completed and deposited with plans, specification and calculations as necessary to demonstrate compliance with the Building Regulations.

Where work is to commercial premises or where calculations are being deposited, two copies of plans and calculations are required to enable consultation to take place.

4. Your attention is drawn to the scale of charges. Where a charge is payable this is usually in two parts, a plans fee payable when the application is deposited, and an inspection charge which will be invoiced to the applicant after the first inspection of commenced work.

The fee is determined by the type of work proposed. If you are unsure of the way fees are calculated or of the fee required please contact the administration team on **01622 602701**.

5. Where building close to or over a public sewer permission may need to be sought from Southern Water. In certain circumstances there is a right to join to a public sewer. There can also be a requirement to connect to a public sewer.

Where joining onto existing drainage there may be a need to provide a condition survey and report to prove suitability.

6. LABC Services provides a Partner Authority Scheme and also a National Type Approval for a range of building types and systems. If using this system please include all relevant type approval certificates and relevant plans. If you would like to know more about these services please visit [www.labc-services.co.uk](http://www.labc-services.co.uk) or contact the Building Surveying Manager.
7. Please keep descriptions brief, for example "single storey rear extension". If carrying out alterations please state what these are.
8. Estimates should be a full market price including labour even if it is DIY. The reason for this is that charges have been set relating to our time on each estimated cost and so an artificially low estimate would result in us not recovering our cost. Estimate we consider unreasonably low will result in the application being made invalid.
9. Our target is to check at least 80% of Full Plans submissions within 10 working days. If there are only minor details that require further information we may be able to turn these into conditions and approve your plans but only if you have agreed to this. If you haven't then we will need to write to you to request amended details.
10. The notes are for general guidance only. For more complete information please consult Regulation 14 of the Building Regulations 2010.
11. The Building Act, The Building Regulations and supporting documents such as the Approved Documents can be downloaded from the Planning Portal: [www.planningportal.co.uk](http://www.planningportal.co.uk)
12. Building Regulation and Planning are two different permissions. Permission under the Building Regulations does not mean that the work has planning permission. Not all work requires both Building Regulation and Planning permission.
13. Further information on permission required can be obtained from the planning portal.
14. Please provide email addresses to enable Decision notices to be served electronically.