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Building Regulations
Application Number:
(office use only)

This Full Plans Submission conforms to the Building Regulations 2010 and may be used for submissions to any Local Authority in England and Wales.

This form is to be filled in by the person who intends to carry out building work or their agent. If the form is unfamiliar please read the notes on the reverse side or consult the above office. Please type or use block capitals.

1 Applicant's details (see note 1)

Name: _____
Address: _____
Postcode: _____ Tel: _____ Email: _____

2 Agent's details (if applicable)

Name: _____
Address: _____
Postcode: _____ Tel: _____ Email: _____

3 Location of building to which work relates

Address: _____
Postcode: _____

4 Proposed Work (see note 6)

Description of works: _____

Is the proposed work or any part of it subject to Partnering or a current LANTAC approval? Y / N
Number of storeys in building:
Anticipated date of commencement (see note 7):

5 Use of building

1. If new building or extension please state proposed use: _____
2. If existing building state present use: _____
3. Is the building to be put, or intended to be put, to a use which is designated for the purpose of the Regulatory Reform (Fire Safety) Order 2005? Y / N

6 Conditions (see note 7)

Do you consent to the plans being passed subject to conditions where appropriate? Y / N

7 Fees (see Guidance Notes on Building Control Fees sheet for information)

Table 1 – Number of new dwellings - _____
Table 2 – Class number - _____ Total floor area (where applicable) - _____ m²
Table 3 – Estimated cost of works - £ _____
Plan Submission Charge - _____ plus VAT 20% = _____

8 Additional Information:

Please include any additional information which may assist us in processing your application.

9 Statement

This notice is given in relation to the building work as described, is submitted in accordance with Regulation 12(2)(b) and is accompanied by the appropriate fee. I understand that further fees will normally be payable following the first inspection by the local authority.

Notes

1 The applicant is the person on whose behalf the work is being carried out, eg the building's owner.

2 Two copies of this notice should be completed and submitted with plans and particulars in duplicate in accordance with the provisions of Building Regulation 14.

Subject to certain exceptions where Part B (Fire Safety) imposes a requirement in relation to proposed building work, two further copies of plans which demonstrate compliance with the requirements should be deposited.

3 Subject to certain exceptions a Full Plans Submission attracts fees payable by the person by whom or on whose behalf the work is to be carried out. Most fees are payable in two stages. The first fee must accompany the deposit of plans and the second fee is payable after the first site inspection of work in progress. The second fee is a single payment in respect of the relevant work to cover all site visits and consultations which may be necessary until it is satisfactorily completed.

Schedule 1 prescribes the plan and inspection fees payable for small domestic buildings. Schedule 2 prescribes the fees payable for small alterations and extensions to a dwelling home, and the addition of a small garage or carport. Schedule 3 prescribes the fees payable for all other cases.

The appropriate fee is dependent upon the type of work proposed. Fee scales and methods of calculation are set out in the Guidance Notes on Fees which is available on request.

4 Subject to certain provisions of the Public Health Act 1936 owners and occupiers of premises are entitled to have their private foul and surface water drains and sewers connected to the public sewers, where available. Special arrangements apply to trade effluent discharge. Persons wishing to make such connections must give not less than 21 days notice to the appropriate authority.

5 LABC Services provides a Partner Authority Scheme and also National Type Approval for a range of building types, building systems and major building elements where they are used repeatedly. If this proposal is to use the Partnering scheme please answer YES and provide further details, including name of the Partner Authority, in section 8. If the work proposed or any part of it is subject to a LANTAC approval please answer YES and enclose a copy of the appropriate current certificate(s). If there is any variation in this proposal from that shown on the LANTAC type approval plans attention should be drawn to it in a covering letter. Further information on LANTAC schemes is available from your local Building Control Services office or LANTAC, Local Government House, Smith Square, London SW1 3HZ or LABC Services.

6 The Regulatory Reform (Fire Safety) Order 2005 generally applies to all types of premises such as places of work, shops, institutional, assembly, industrial, residential (other than private dwellings/flats) and common spaces in flats and maisonettes. Where the Order applies the Local Authority will need to liaise with the Fire Authority and therefore a further 2 copies of the Fire Strategy/ Means of Escape plans will be required to be submitted. In addition it is a requirement of the Building Regulations for the provision of sufficient fire safety information to enable the responsible person to carry out a risk assessment.

7 Section 16 of the Building Act 1984 provides for the passing of plans subject to conditions. The conditions may specify modifications to the deposited plans and/or that further plans shall be deposited.

8 These notes are for general guidance only, particulars regarding the deposit of plans are contained in Regulation 14 of the Building Regulations 2010 and, in respect of fees, in the Building (Local Authority Charges) Regulations 2010.

9 Persons proposing to carry out building work or make a material change of use of a building are reminded that permission may be required under the Town and Country Planning Acts.

10 Further information and advice concerning the Building Regulations and planning matters may be obtained from your local Authority.

11 Public Sewers If it is proposed to erect a building or extension over or within 3m a sewer that is shown on the map of sewers or make a new connection to a sewer you must consult with the relevant Water Authority either Thames Water or Southern Water.