



# BUILDING CONTROL SERVICE

# FULL PLANS APPLICATION

Thanet Council Offices, P.O. Box 9,  
Cecil Street, Margate, Kent CT9 1XZ.  
Telephone: 01843 577502  
E-mail: [building.control@thanet.gov.uk](mailto:building.control@thanet.gov.uk)  
[www.thanet.gov.uk](http://www.thanet.gov.uk)

*This form should be completed by the person who intends to carry out the building work or their agent. If the form is unfamiliar, please read the notes on the reverse side or contact the Building Control team for assistance.*

**1 Applicant's details** (see note 1)  
Name: (Mr/Mrs/Miss): \_\_\_\_\_ Initial: \_\_\_\_\_ Surname: \_\_\_\_\_  
Address: \_\_\_\_\_  
Postcode: \_\_\_\_\_ Tel: \_\_\_\_\_ Fax: \_\_\_\_\_

**2 Agent's details** (if applicable)  
Name: \_\_\_\_\_  
Address: \_\_\_\_\_  
Postcode: \_\_\_\_\_ Tel: \_\_\_\_\_ Fax: \_\_\_\_\_

**3 Location of building to which work relates**  
Address: \_\_\_\_\_  
Postcode: \_\_\_\_\_ Tel: \_\_\_\_\_ Fax: \_\_\_\_\_

**4 Proposed work**  
Description: \_\_\_\_\_  
\_\_\_\_\_

**5 Use of building**  
1. If new building or extension please state proposed use: \_\_\_\_\_  
2. If existing building state present use: \_\_\_\_\_  
3. Indicate if the building is a workplace that will be subject to the provisions of the Regulatory Reform (Fire Safety) Order 2005. (See note 5)? YES / NO

**6 Conditions** (see note 6)  
Do you consent to the plans being passed subject to conditions where appropriate? YES / NO

**7 Extension of time** (see note 9)  
Do you agree to an extension of the prescribed period of time for determining your application if necessary? YES / NO

**8 Fees**  
1. Creation or Conversion to dwellings: \_\_\_\_\_  
2. Extensions state floor area: \_\_\_\_\_ m<sup>2</sup>  
3. Alterations to domestic building cost of work excluding VAT: £ \_\_\_\_\_  
4. All works to non-domestic building cost of work excluding VAT: £ \_\_\_\_\_  
Plan fee: £ \_\_\_\_\_ plus VAT: £ \_\_\_\_\_ Total: £ \_\_\_\_\_

**9 Additional information**  
If resubmitting an application, please give original application number \_\_\_\_\_  
\_\_\_\_\_

**10 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 be payable following the first inspection by the local authority.  
Name: \_\_\_\_\_ Signature: \_\_\_\_\_ Date: \_\_\_\_\_



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## Notes

1. The applicant is the person on whose behalf the work is being carried out, normally the building owner.
2. Two copies of this form should be completed and submitted with plans and details 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 the plans and application form should be deposited.

3. Subject to certain exceptions a Full Plans Submission attracts fees payable by the person whom or on whose behalf the work is to be carried out. Fees are payable in two stages. The first fee must accompany the deposit of plans and the second fee is generally payable after the first site inspection of work in progress. All fees are quoted on the basis that the design and building work is undertaken by a person or company who is competent to do so and that the work from commencement to completion will not exceed 12 months in duration. If these conditions are not met an additional fee may be invoiced

Table 1 shows the standard plan and inspection fees payable for some small domestic buildings. Table 2 shows the fees payable for extensions to a dwelling. Table 3 shows the fees payable for all other cases.

Fee scales and methods of calculation are set out in our fee tables which are available on line or 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. The Regulatory Reform (Fire Safety) order 2005 applies to all premises that are a 'workplace' and imposes a duty on the responsible person to comply with its requirements.

Workplace includes any premises or parts of premises, not being domestic premises, used for the purposes of an employer's undertaking and which are made available to an employee as a place of work.

6. 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.
7. 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.
8. 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.
9. Your agreement to an extension of time may assist you if any additional information is required.

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**IN THE ABSENCE OF A REASONABLE ESTIMATE OR FEE, THE PLANS SHALL NOT BE TREATED AS HAVING BEEN DEPOSITED**

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