

FULL PLANS SUBMISSION

The Building Act 1984

The Building Regulations 2010 (as amended)

The Tunbridge Wells Borough Council 2010 Charges Scheme

This form is to be filled in by the person who intends to carry out building work or agent. If the form is unfamiliar please read the notes on the reverse side or consult the office indicated above. PLEASE TYPE OR USE BLOCK CAPITALS.



BUILDING REGULATIONS PLAN NUMBER:

Building Control Services, Town hall, Royal Tunbridge Wells, Kent TN1 1RS Tel: 01892 526121 Ext: 2095/2096

1 Applicant's details (see note 1)

Name:

Address:

Postcode:

Tel:

Fax:

2 Person to be invoiced for site inspection fee (see note 1)

Name:

Address:

Postcode:

Tel:

Fax:

3 Agent's details (if applicable)

Name:

Address:

Postcode:

Tel:

Fax:

4 Location of building to which work relates

Address:

Postcode:

Tel:

Fax:

5 Proposed work

Description:

6 Use of building

1 If new building or extension please state proposed use:

2 If existing building state present use:

No. of Storeys:

3 Is the building to be put, or intended to be put, to a use which is designated for the purpose of the Fire Precautions Act 1971? (see note 5)

YES/NO

7 Conditions (see note 6) Do you consent to the plans being passed subject to conditions where appropriate?

YES/NO

8 Charges (see note 8 and separate Guidance Note on Charges for information)

1 If Table A work please state the total number of dwellings and types – Total:

No. of types:

2 If Table B work please state floor area: (see note 3.1 and 3.3)

m²

3 If Tables C or D work the estimated cost of work excluding VAT must be given: £

4 Net Plan charge: £

V.A.T. £

Gross Charge: £

9 Completion certificate A completion certificate will be issued following satisfactory inspection and completion of the building work.

10 Additional information

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 charge. I understand that a further charge will be payable following the first inspection by the local authority with the exception of work subject to an estimate (schedule 3) up to £5,000, which is inclusive.

Name:

Signature:

Date:

Notes

1. The applicant is the person on whose behalf the work is being carried out, e.g. the building's owner who, unless instructed otherwise, will be invoiced after the 1st site inspection for any site inspection fee(s) due (see note 3).
 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 exceptions a Full Plans Submission attracts charges payable by the person by whom or on whose behalf the work is to be carried out.
Charges are payable in two stages with the exception of estimated work up to £5,000 under Tables C and D. The first charge must accompany the deposit of plans and the second charge is payable after the first site inspection of work in progress. This second charge is a single payment in respect of each individual building, to cover all site visits and consultations which may be necessary until the work is satisfactorily completed.
 - 3.1 Table A prescribes the plan and inspection charges payable for small domestic buildings. Tables B and C prescribes the charges payable for small alterations and extensions to a dwelling home, including the provision of one or more rooms in the roof space, and the addition of a small garage or carport. Table D prescribes the charges payable for all other cases.
 - 3.2 The appropriate charge and payment of VAT are dependent upon the type of work carried out. Charge scales and methods of calculation are set out in the Guidance Notes on Charges which is available on request. Further information on charges may be obtained from the Council on ext: 2095/2096.
 - 3.3 Please note that an additional charge/ charges is payable based on the estimated cost of the work (Tables C and D) for all alterations carried out in conjunction with a flat rate charge extension, other than the work involved in forming the access which is included.
 - 3.4 VAT is not payable on Regularisation charges.
 - 3.5 Tunbridge Wells Borough Council: VAT Registration No: 210 9009 11 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. 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. Conditions imposed must be discharged prior to work commencing.
 6. These notes are for general guidance only, particulars regarding the deposit of plans are contained in Regulation 14 of the Building Regulations 1991, and in respect of charges, in Tunbridge Wells Borough Council Building Control Charges Scheme.
 7. Persons carrying out building work must give written notice of the commencement of the work at least two working days before the work commences.
 8. Persons proposing to carry out the building work or make a material change of use of a building or alter a listed building are reminded that separate permission may be required under the Town and Country Planning Acts.
 9. Further information and advice concerning the Building Regulations and planning matters may be obtained from the Council on ext: 2060/2097.
 10. It should be noted that the Council may revoke the application under Section 32 of the Building Act 1984, from three years after it is given to the local authority unless the work has been commenced before the expiry of that period.
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