



FULL PLANS APPLICATION

Your details (see note 1)

Your full name:

Your address and postcode

Your phone number:

E-mail:

If you wish the invoice for the inspection charge to go to another address, please let us know in writing

Your agents details (if you have an agent or person submitting this application on your behalf)

Name:

Address and postcode:

Phone number:

Fax:

E-mail:

The building you want to work on

Address and postcode:

The work you want to carry out

Please list the work you want to carry out:

What you will use the building for

If it is a new building or extension, please say what you will use it for:

If it is an old building, please say what it is, or was used for:

Do you want to use the building for something that the Fire Precautions Act 1971 applies to?
(see note 4) (if 'yes', you must send us four sets of plans). YES NO

Conditions and when we will decide the application (see note 6)

Do you agree to us passing the plans but setting certain conditions? YES NO

Do you agree to being given 2 months to submit your amendments? YES NO

CHARGES (see notes 3,4 and separate guidance note on charges)

(Plan charge including VAT (to see if VAT is payable, please read charge guidance notes) £

N.B. When charges are based on the estimated cost of the work a written builder's estimate of the total cost of the work shown on the plans must be provided.

How were you made aware of our Building Control Service?

Have you applied for Planning permission YES NO

You may need Planning Permission.

Please contact the Development Control team for advice on 01895 837293

Statement

I am sending this notice and plans for the building work described above under Regulation 12 (2) (b) of the Building Regulations 2000. I have also enclosed the correct charge.

I understand that I may have to pay another charge when you inspect the work for the first time. I will pay this charge when I receive an invoice.

Your Name:

Your signature:

Date:

Notes

1. You are the person the work is being carried out for, for example, the building's owner. If the owner is a company, please give the address of the head office.

2. You should fill in one copy of this form and send it to us with **two sets of plans** in line with Building Regulation 14.

If the Fire Precautions Act 1971 applies to the building, you must send us **two extra copies** of the plans so that we can consult with the Fire Brigade.

3. You must pay to apply for Building Regulation permission. There are usually two charges. You must pay the first charge when you send us your plans. You must pay the second charge when you have started the work and we have inspected it for the first time. The second charge is a single payment for each building, to cover all visits to the building site and consultations, which are necessary until the work is finished to our satisfaction.

Our separate Guidance Note gives information on our charges. The charge will depend on the type of work you want to do. The scale of charge and how we work out charges are explained in the guidance notes on charges. We will send you a copy of these notes if you ask us to do so.

Table 1 shows the plan and inspection charges you must pay for new small houses and flats.

Table 2 shows the charges you must pay for small alterations and extensions to your home and the adding of a small garage or carport. Table 3 shows the charges you must pay for all other cases.

4. The Fire Precautions Act 1971 applies to buildings such as: hotels; boarding houses; factories; offices; shops and railway buildings. A workplace is defined in Regulation 17 (3)(a) of the Fire Precautions (Workplace) Regulations 1997.

5. According to certain sections of the Public Health Act 1936, you can have your private waste and surface water drains and sewers connected to the public sewers, if it is possible. There are special arrangements for industrial waste. If you want to have your drains connected in this way, you must give Thames Water Utilities Ltd at least 21 days notice.

6. Section 16 of the Building Act 1984 allows us to set certain conditions when we approve plans. The conditions may change your plans or may say that you must send in more plans. Section 16 also allows us to delay making a decision on your application for up to 2 months if we have your permission. This will not mean a delay in dealing with your plans, but will avoid the necessity of a rejection after 5 weeks if any requested information has not been provided.

7. These notes are only meant to be a guide to applying for Building Regulation permission. Regulation 14 of the Building Regulations 2000 has full details of how to apply for Building Regulation permission. The Building (Local Authority Charges) Regulations 1998 has full details about the charges.

8. If you want to carry out building work or use a building for a different purpose, you may need permission under the Town and Country Planning Act. A planning officer should be contacted for advice.

9. This Building Regulations application is only valid for three years from the date you submit it, unless the work started within the three-year period.

10. Your attention is drawn to the rights of adjoining owners under the Party Wall Act 1996 and the possible implications this may have on the proposed work.

