



FULL PLANS SUBMISSION

The Building Act 1984
The Building Regulations 2010

P.O. Box 183, Argyle Road, Sevenoaks, Kent, TN13 1GN

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Plan Number:
Receipt Number:
Amount received inc. V.A.T.

This Full Plans notice conforms to the Building Regulations 2010 and may be used to deposit Full Plans with any Local Authority in England and Wales.

This form is to be completed 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 office indicated above. Please type or use block capitals.

1	Applicant's details (see note 1) Name: _____ Address: _____ Postcode: _____ Tel: _____ Fax: _____ Email: _____
2	Agent's details (if applicable) Name: _____ Address: _____ Postcode: _____ Tel: _____ Fax: _____ Email: _____
3	Location of building to which work relates Address: _____ Postcode: _____
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. 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 (see note 6) YES / NO
6	Conditions (see note 7) Do you consent to the plans being passed subject to conditions where appropriate? YES / NO
7	Extension of Time (see note 12) We endeavour to check all plans within 15 working days. Please indicate your agreement to a 3 week extension of time by which amendments are to be returned. YES / NO
8	Fees (see Guidance Note of Fees for information) Submission Fee (including VAT) £ _____ PLEASE NOTE THAT AN ESTIMATE IS REQUIRED IF THE WORK FALLS WITHIN TABLE 3. Value of Work £ _____ and/or Floor Area for Table 2 _____ m ² <i>(where applicable)</i> Please note that the APPLICANT will be invoiced for any inspection fees following commencement of work. Do you require a V.A.T receipt? YES / NO
9	Additional Information: Please include any additional information which may assist in processing your application.
10	Statement This notice is given in relation to the building work as described, is submitted in accordance with Regulation 12(2b) and is accompanied by the appropriate fee. I understand that further fees will normally be payable following the first inspection by the local authority.



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.

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.

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.

Table 1 prescribes the plan and inspection fees payable for small domestic buildings. Table 2 prescribes the fees payable for small alterations and extensions to a dwelling home, and the addition of a small garage or carport. Table 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. Further information on LANTAC schemes is available from your local Building Control Services office, LANTAC, Local Government House, Smith Square, London SW1 3HZ or LABC Services, address overleaf.

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.

12 The Local Authority endeavours to check all applications within 15 working days and is required to determine the application within 5 weeks from receipt. Where an application has been checked and amendments requested a further three week extension of time is available. Please indicate your agreement to a further three weeks.

13. A Building Regulations completion certificate will be issued on satisfactory completion of work.