

**THE BUILDING REGULATIONS FULL PLANS APPLICATION**

PLEASE READ THE NOTES FOR GUIDANCE BEFORE COMPLETING THIS FORM

PLEASE USE BLOCK CAPITALS WHEN COMPLETING EACH SECTION

**1. Statement**

I/We hereby give notice in accordance with Building Regulations 12 (2) (b) of my/our intention to carry out the building work or material change of use described in section 6

**2. Applicant's Name**

Title (Mr/Mrs/Miss/Ms).....  
 First Name.....  
 Surname.....  
 Telephone No.....

**2. Applicant's Address**

.....  
 .....  
 .....  
 .....

**3. Agent's Name & Address**

.....  
 .....  
 .....  
 Telephone No.....

**4. Builder (if known)**

.....  
 .....  
 .....

**5. Address of Proposed Work**

.....  
 .....  
 .....Town.....Post Code.....

**6. Description of Proposed Work**

.....  
 .....  
 No. of Occupants (Commercial Buildings).....Total Floor Area.....sq.m.

**7. Proposed Use of Building**

.....  
 .....

**8. Fire Precautions**

Is the building or its intended use one which is designated under the Fire Precautions Act 1971?  
 (See Guidance Notes) YES / NO

OFFICIAL USE			
RECEIPT No:	AMOUNT	INT	DATE
PAY COMP			

DATE RECEIVED:

APPLICATION No:

## 9. Drainage

State means of:

- A. Surface Water Drainage.....  
B. Foul Water Drainage.....

Is a septic tank to be incorporated in the system..... YES / NO

## 10. Planning Permission

Do you intend to seek Planning Permission? YES / NO

If obtained, state date and application number.....

## 11. Consent

Do you consent to the Local Authority extending the period for dealing with the plans to two months? YES / NO

## 12. Conditions

Do you wish the plans to be passed subject to conditions? (see Guidance Notes) YES / NO

## 13. Plan Fee ( Refer to separate fee sheet for scale of charges)

Schedule 1 (Small New Dwellings)	Schedule 2 (Small Buildings, Extensions & Alterations)	Schedule 3 (All Other Work)
Number of Dwellings.....	1. Detached or Attached Garage Less Than 40m <sup>2</sup> <input type="checkbox"/>	Estimated Cost Of Work £.....
Total Plan Fee £.....	2. Detached or Attached Garage Over 40m <sup>2</sup> Less Than 60m <sup>2</sup> <input type="checkbox"/>	Total Plan Fee £.....
	<b>Any Extension of a Dwelling</b>	
Dwelling with Floor Area Over 300m <sup>2</sup> Refer to Schedule 3	3. Floor Area Less Than 10m <sup>2</sup> <input type="checkbox"/>	
	4. Floor Area Over 10m <sup>2</sup> Less Than 40m <sup>2</sup> <input type="checkbox"/>	
	5. Floor Area Over 40m <sup>2</sup> Less Than 60m <sup>2</sup> <input type="checkbox"/>	
	Floor Area in excess of 60m <sup>2</sup> Refer to Schedule 3 (see notes for guidance for minimum charge).	
	One or More Rooms Within Roof Space Refer to Schedule 3 (see notes for guidance for minimum charge).	

14. At start of work a single fee will be charged for the inspection of work (see Scale of Fees) and invoiced at commencement, payable by either owner or agent.

Please indicate, as appropriate, to whom the invoice should be sent:- Owner  Agent

## 15. Completion Certificate

Do you wish the Local Authority to issue a Completion Certificate on completion of work? YES/NO

16. Is the work for the benefit of the disabled YES/NO  
If YES, then fees are exempt

### Enclosures (Tick as Appropriate)

2 sets of completed forms signed

2 copies of plans to a scale 1/50 or 1/100

4 copies of plans to a scale 1/50 or 1/100

Appropriate Fee

\* See Note

See Fee Scales

\*Number of plans required  
2 copies where minor works  
or extension to dwellings.  
4 copies where any other  
form of building work

SIGNATURE

Applicant/ Agent: ..... Date:.....