

**THE INFORMATION ON  
THIS FORM IS IN THE  
PUBLIC DOMAIN**

**FULL PLANS  
SUBMISSION**

The Building Act 1984  
The Building Regulations 2010

Building Regulations Ref Number:  
(office use only)  
**FP/20 /**

*This form is to be filled in by the person (or his/her agent) who intends to carry out building work. If the form is unfamiliar please read the notes on the reverse side or consult the office indicated below. Please type or use block capitals.*

<b>1</b>	<b>Applicant's details</b> (see note 1) Name: _____ Address: _____ Postcode: _____ Tel: _____ Mob/Fax: _____ e-mail : _____
<b>2</b>	<b>Agent's details</b> (if applicable) Name: _____ Address: _____ Postcode: _____ Tel: _____ Mob/Fax: _____ e-mail: _____
<b>3</b>	<b>Builder's details</b> (if applicable) Name: _____ Address: _____ Postcode: _____ Tel: _____ Mob/Fax: _____ e-mail: _____
<b>4</b>	<b>Location of building to which work relates</b> Address: _____ Postcode: _____ Tel: _____ Mob/Fax: _____
<b>5</b>	<b>Proposed work</b> Description: _____ Is the proposed work or any part of it subject to a current LABC Type Approval? YES/NO
<b>6</b>	<b>Use of building</b> 1 If new building or extension please state proposed use: _____ 2 If existing building state present use: _____ 3 Is the building to be used as flat accommodation or any other non-domestic use? YES/NO
<b>7</b>	<b>Conditions</b> (see note 10) Do you consent to the plans being passed subject to conditions where appropriate? YES/NO
<b>8</b>	<b>Fees</b> (see notes 3 and separate Guidance Note on Fees for information) 1 If Table A work please state number of dwellings and types - Total: _____ No of types: _____ 2 If Table B or Table C work please state internal floor area where applicable: _____ m <sup>2</sup> 3 If Table B or Table C work please state the estimated cost of work excluding VAT: £ _____ Plan fee: £ _____ plus VAT (where applicable): £ _____ Total: £ _____
<b>9</b>	<b>Additional information</b> Is this application a re-submission? YES/NO If so state previous reference no _____ Do you agree to an extension of time to consider your application (see note 14)? YES/NO
<b>10</b>	<b>Electrical Work</b> Are there any electrical controlled works to be carried out? YES/NO Is the person doing the electrical works registered under a competent person scheme? YES/NO
<b>11</b>	<b>Statement</b> 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: _____



## Notes

1. The applicant is the person on whose behalf the work is being carried out, eg the building's owner.
2. One copy of this notice should be completed and submitted with 2 copies of any plans and particulars in accordance with the provisions of Regulation 14 of the Building Regulations 2010.
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. Fees are payable in two stages. The first fee must accompany the deposit of plans and the second charge is payable after the first site inspection of work in progress. The second fee 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.  
Table A prescribes the plan and inspection charges payable for small domestic buildings. Table B prescribes the charges payable for domestic work other than new dwellings. Table C prescribes the charges payable for non domestic work.  
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. A block plan to a scale of not less than 1:1250 is required showing:-
  - The size and position of the building, or the building as extended, and its relationship to adjoining boundaries;
  - The boundaries of the land belonging to the building, or the building as extended and the size, position and use of every other building or proposed building within that curtilage;
  - The width and position of any street on or within the boundaries of the curtilage of the building or the building as extended;
  - The provision made for the drainage of the building or extension.
5. All plans, sections and elevations must be drawn to a scale of 1:20, 1:50, 1:100 or 1:200.
6. Where it is proposed to erect the building or extension over a sewer or drain shown on the relative map of public sewers, adequate precautions should be taken when building over a sewer or drain.
7. 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.
8. LABC provides national type and systems approvals for a range of building types, building systems and major building elements where they are used repeatedly. If the work proposal, or any part of it, is subject to a LABC Type approval please answer YES and enclose a copy of the appropriate current certificate(s). If there is any variation in this proposal from that shown on the LABC Type approval plans attention should be drawn to it.
9. All non-domestic work except flats is subject to the Regulatory Reform (Fire Safety) Order 2005 and as such 2 additional copies of fire plans will be required to allow consultation with the Fire Authority.
10. 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.
11. These notes are for general guidance only. Particulars regarding the deposit of plans are contained in Regulation 14 of The Building Regulations 2010.
12. 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.
13. Further information and advice concerning the Building Regulations and planning matters may be obtained from your local authority.
14. You can agree to an extension of the 5 week period for checking your application up to a maximum of 8 weeks. This should assist you or your Architect in furnishing the Council with any additional information regarding your application and avoid an unnecessary rejection.

### **HAVE YOU ?**

- **Entered the applicant's full name.**
- **Entered the full postcode.**
- **Enclosed the appropriate fee.**
- **Signed the form.**
- **Enclosed two copies of plans and details.**
- **Enclosed three copies of fire plans (if required).**