

This form is to be filled in by the person who intends to carry out building work or an agent. Please read the notes on the reverse side or consult the department.

Please type or use block capitals.

BUILDING REGULATIONS FULL PLANS SUBMISSION APPLICATION FORM

The Building Act 1984
The Building Regulations 2000 (as amended)

Building Regulations
Plan Number:

1 Applicant (i.e. the person on whose behalf the work is carried out)

Name: _____
Address: _____
Postcode: _____ Tel: _____ Fax: _____ E-mail: _____

2 Agent's Details (if applicable)

Name: _____
Address: _____ Postcode: _____
Tel: _____ Fax: _____ Contact Name: _____ E-mail: _____

3 Location of building to which work relates

Address: _____
Parish: _____ Postcode: _____

4 Proposed work

Description: _____

5 Use of building (see note 13)

1. If new building or extension please state proposed use: _____
2. If existing building state present use: _____
3. Will the building be subject to the Regulatory Reform (Fire Safety) Order 2005 : YES NO

6 Domestic Electrical Works (Dwellings or buildings containing dwellings only – See note 9 overleaf)

1. Will you be using a member of a Part P "Competent Person" scheme to carry out all the relevant electrical works associated with this application? YES NO
2. Number of new circuits to be installed?

7 Conditions (see note 12)

1. Do you consent to the plans being passed subject to conditions where appropriate? YES NO
2. Do you agree to an extension of time should this become necessary? YES NO

8 Other details (see note 5)

9 Fees (see note 8 overleaf and separate GUIDANCE NOTE ON CHARGES for information)

1. If Schedule 1 work please state the total number of dwellings and types - Total: _____ No. of types: _____
 2. If Schedule 2 work please state floor area: _____ m²
 3. If Schedule 3 work please state the estimated cost of work excluding VAT: £ _____
- Plan Fee: £ _____ plus VAT: £ _____ Total: £ _____

10 Completion Certificate

Do you require a completion certificate following satisfactory completion of the building work? YES NO

11 Planning Permission

It is the applicant's responsibility to check whether planning permission is also required for the proposed work..
If a planning application has already been submitted please quote the application number. No. LW / / .

12 Statement

This notice is given in relation to the building work as described, is submitted in accordance with Regulation 13 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: _____

For official use only

Plan Charge	Insp. Charge	Charge letter sent	Checked by	Sch.	Date
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NOTES

General

1. These notes are for general guidance only. Particulars regarding the deposit of plans are contained in Regulation 14 of the Building Regulations 2002 and, in respect of charges, in the Building (Local Authority Charges) Regulations 1998.

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. Where Part B (Fire Safety) imposes a requirement in relation to proposed building work, a further two copies of any such plans as demonstrate compliance with those requirements shall be deposited, i.e.:

B1 Means of escape

B2 Internal fire spread (linings)

B3 Internal fire spread (structure)

B4 External fire spread

B5 Access and facilities for the fire service

But the requirements for further plans is not applicable to houses or domestic alterations.

Plans

3. Location plans must be to a scale of not less than 1/1250 and must show:

(a) the size and position of the building, or the building as extended, and its relationship to adjoining boundaries;

(b) the boundaries of the curtilage of the building, or the building as extended, and the size, position and use of every other building or proposed building within that curtilage;

(c) the width and position of any street on or within the boundaries of the curtilage of the building or the building as extended.

4. Accompanying plans and particulars must show that any work carried out complies with the Building Regulations 2000.

5. If not shown on the plans, particulars must be submitted of:

(a) drainage – both foul water and storm water;

(b) provision of exits in buildings to which Section 24 of the Building Act 1984 relates:

(c) precautions to be taken in building over a public sewer or drain;

(d) water supply;

(e) number of storeys.

NB: All measurements must be shown in metric.

Cavity fill in existing buildings

6. Details must be submitted of:

(a) the name and type of insulating material to be used;

(b) whether or not the insulating material is approved by the British Board of Agreement or conforms to a British Standard specification;

(c) whether or not the installer is a person who is the subject of a British Standards Institution Certificate of Registration or has been approved by the British Board of Agreement for the insertion of that material.

Unvented hot water systems

7. A statement of:

(a) the name and type of system to be provided;

(b) whether or not the system is approved by the British Board of Agreement;

(c) whether or not the installer has been approved by the British Board of Agreement for the provision of that system.

Charges (See GUIDANCE NOTE ON CHARGES)

8. Subject to certain 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. 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.

Schedule 1 prescribes the plan and inspection charges payable for small domestic buildings. Schedule 2 prescribes the charges payable for small alterations and extensions to a dwelling home, and the addition of a small garage or carport. Schedule 3 prescribes the charges payable for all other cases.

The appropriate charge is dependent upon the type of work proposed. Charge scales and methods of calculation are set out in the Guidance Notes on Charges which is available on request.

Domestic electrical work

9. If you do **not** intend to use a member of a Part P "Competent Person" scheme to carry the electrical works associated with this application (electrical works that require a Building Regulation Application), we can arrange to have the electrical work inspected and tested by our qualified electrical sub-contractor. You will need to make this decision when you submit your application and pay the cost of this either as part of the **inspection charge** once works have commenced on site OR as part of a **Building Notice Charge** when you submit the application. In either case please refer to the separate Fee Schedule for **works INCLUDING option for LDC electrical testing**. **Further, more detailed information on electrical work can be obtained by contacting Building Control.**

Connection to public sewers

11. Subject to certain provisions of the Public Health Act 1936 owners and occupiers of premises are entitled to have their own 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 Southern Water.

Conditions

12. 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.

Fire Precautions

13. The Regulatory Reform (Fire Safety Order) 2005 replaces the previous Fire Precautions Act and places a duty on the "Responsible Person" for relevant premises to take reasonable fire precautions for the safety of people on the premises and in the vicinity of the premises. The order applies to ALL buildings EXCEPT dwellings (**but** including the common parts of flats). This legislation is administered by East Sussex Fire and Rescue Service.