

# Full Plans Submission

The Building Act 1984  
The Building Regulations 2010



FOR OFFICE USE ONLY

Receipt no: \_\_\_\_\_

Date processed: \_\_\_\_\_

Amount: \_\_\_\_\_

Payee Name: \_\_\_\_\_

**You can use this Full Plans Submission notice to deposit a Full Plans application with any Local Authority in England and Wales as it conforms with the Building Regulations 2010.**

The person intending to carry out work, or an agent, needs to complete this form. There are notes at the end which may help you understand what is required, or call the Building Control team on **01284 757387**. Information regarding charges are in the guidance notes and the Schedule of standard charges.

### 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:

### 4 Proposed work (see note 5)

Description:

### 5 Use of building

1. If new building or extension, please state proposed use:

2. If existing building, please state present use:

3. Indicate if the building is a 'Designated Use' building and subject to '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 Do you consent to an extension of time for the consideration of this application, to terminate 2 months from the date of deposit of plans? YES / NO

**8****Charges**

Please refer to the guidance notes on charges and the standard charges table. When charges are based on an individual tailored quotation, please indicate below.

Standard charge category \_\_\_\_\_ Floor Area m2 \_\_\_\_\_

Estimated Cost £ \_\_\_\_\_

Plan Fee £ \_\_\_\_\_ + VAT \_\_\_\_\_ Total with VAT £ \_\_\_\_\_

Inspection Fee £ \_\_\_\_\_ + VAT \_\_\_\_\_ Total with VAT £ \_\_\_\_\_

Individual tailored Quotation.

Dated \_\_\_\_\_ Agreed with \_\_\_\_\_

**Payment method - cheque/card (please indicate)**

**Cheque no:** \_\_\_\_\_ **Payee name:** \_\_\_\_\_ **Dated:** \_\_\_\_\_

**Please submit this form and make cheques payable to the relevant authority below to which your location address (section 3) relates:**

**Forest Heath District Council**

Building Control  
Planning & Regulatory Services  
District Offices, College Heath Road,  
Mildenhall, Suffolk, IP28 7EY

**St Edmundsbury Borough Council**

Building Control  
Planning and Regulatory Services,  
West Suffolk House, Western Way,  
Bury St Edmunds, IP33 3YU

**Name & Address to which the inspection invoice should be sent:**

**9****Additional information (see note 5)**

If this application is being submitted as part of the LABC Partner Authority scheme, please state the name of the authority in which the work is being undertaken  
\_\_\_\_\_ Council.

**10****Statement**

This notice is given in relation to the building work as described, is submitted in accordance with Building Regulations 12 and 14 and is accompanied by the appropriate fee. I understand that further fees will be payable following the first inspection by the local authority for a Full Plans application.

Name:

Signature:

Date:



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## Guidance Notes

1. The applicant is the person on whose behalf the work is being carried out, for example the building's owner.
  2. Complete two copies of this notice and submit them with two copies of plans and particulars. This is to comply with Building Regulation 14. You also need to submit a further copy which shows the work complies with fire safety requirements (unless there are exceptions which mean Part B (Fire Safety) regulations apply and there are different requirements).
  3. You, or the person on whose behalf the work is being carried out, will need to pay two charges for this Full Plans Submission (unless you have an exemption, please refer to our Charges Schedule guidance notes). You must pay the first charge when you deposit the plans. The second charge is payable after the first site inspection of work in progress. This second charge is usually a single payment which covers all further site visits and consultations until completion.
  4. The Charges Schedule sets out the plan and inspection charge payable for standard types of work. Please contact the Building Control team for a quotation tailored to your needs if you are carrying out non-standard types of work.
  5. Local Authority Building Control (LABC) provides a Partner Authority Scheme. If you wish to use the Partnering Scheme please answer and provide further details, including name of the Partner Authority, in section 9. If the work proposed or any part of it is subject to a Type Approval certificate, please enclose a copy of the appropriate current certificate(s). If there is any variation in this proposal from that shown on the Type Approval plans, please draw attention to it in a covering letter.
  6. The Regulatory Reform (Fire Safety) Order 2005 applies to all premises that are 'workplaces' and imposes a duty on the responsible person to comply with its requirements.

Workplace includes any premises or parts of premises, which are not domestic premises; used for the purposes of an employer's undertaking and which are made available to an employee as a place of work.

    - 6.1. Premises with a use designated under the Fire Precautions Act 1971.
    - 6.2. Hotels and Boarding Houses - S.I. 1972 No. 238 These premises are designated where:
      - (a) sleeping accommodation is provided for more than six people (guests and staff); or
      - (b) some sleeping accommodation is provided above the first floor level; or
      - (c) some sleeping accommodation is provided below the ground floor level.
  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.

The Local Authority has an initial 5 week period in which to determine the Building Regulations application. Occasionally, it is in the interest of the applicant to extend this period by 3 weeks for negotiations to take place. If you think this will be of benefit to you, please indicate 'Yes'.
  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 charges, in the Building (Local Authority Charges) Regulations 2010.
  9. If you are proposing to carry out building work or make a material change of use of a building you are reminded that you may need permission under the Town and Country Planning Acts.
  10. Please contact us if you need further information or advice concerning the Building Regulations and also planning matters. Please also visit the Councils website at [www.westsuffolk.gov.uk](http://www.westsuffolk.gov.uk)  
Tel: 01284 757387
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