

Building Control Team Leader, Community Investment & Development, South Lakeland District Council, South Lakeland House, Lowther Street, KENDAL, Cumbria LA9 4DL

This form is to be filled in by the person who intends to carry out building work or agent. If the form is unfamiliar please read the notes on the reverse side or consult your local Building Control office. PLEASE TYPE OR USE BLOCK CAPITALS

Building Regulations
Plan Number: _____

1 Applicant's details (see note 1)

Name: _____
Address: _____

Postcode: _____ Tel: _____
e-mail: _____
Fax: _____

2 Agent's details (see note 1)

Name: _____
Address: _____

Postcode: _____ Tel: _____
e-mail: _____
Fax: _____

3 Location (site/building to which work relates)

_____ Postcode: _____

4 Description of proposed work (see note 6) : _____

Is the proposed work or any part of it subject to Partnering or a current Registered Details Scheme? ___

Details of the Partner Authority: _____

5 Use of building

1. If new building or extension, state proposed use: _____
2. If existing building state present use: _____
3. Planning Permission reference number (if applicable): _____
4. Is the building to be designated under the Regulatory Reform (Fire Safety) Order 2005 _____

6 Conditions (see note 8 and 12)

Do you consent to the plans being passed subject to conditions? _____
Do you or the developer require a Completion Certificate? _____
Do you agree to an extension of time, up to maximum 2 months? _____

7 Charges (see guidance notes on fees for information)

Total estimated cost of work: £ _____
Internal floor area of extension/building: _____ sq M
Charge including VAT: £ _____

8 Services: Electrical Work: Is the Electrician registered under the Governments '**Registered Domestic Installer Scheme**' YES / NO

If No - further Building Regulation Charges will apply (see note 13 overleaf)

Means of water supply: _____
Foul water drainage: _____ Surface water drainage: _____
Date when the Public Sewer is to be adopted (if applicable): _____

9 Statement

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 normally be payable, following the first inspection by the local authority.**

I enclose (tick) :-Site Plan (site outline marked) : ___ Payment : ___ Plans etc. (2 sets) : ___

Name: _____ Signature: _____ Date: _____

Notes

A **Full Plans** submission is a two stage process through which the Council at the first stage will examine and issue a decision on the detailed plans, generally prior to the work being started. The second stage, following notification of commencement, involves inspections by the Council at the various stages of work to check for compliance with the Building Regulations.

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 two sets of plans and particulars as Building Regulation 14, including the following :

- a **site location plan** to a scale of not less than 1:1250 showing:-

- the **size and position** of the building, or the building as extended, and its relationship to adjoining boundaries;

- 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;

- 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 to be made for the **drainage** of the building or extension.

3. Where it is proposed to erect the building or extension over a sewer or drain shown on the relative map of public sewers, details must be provided of the precautions to be taken in **building over a sewer** or drain.

4. 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. 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 Building Control Charges which is available on request.

5. 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.

6. LABC Services provides a Partner Authority Scheme and also Registered Details Scheme for a range of building types, building systems and major building elements where they are used repeatedly. If this proposal is to use the Partnering scheme please answer YES and provide further details, including the name of the Partner Authority, in section 4. If the work proposed or any part of it is subject to a LABC Registered Details Scheme, please answer YES.

7. Full Plans are required where the premises are, or will be, designated under the Regulatory Reform (Fire Safety) Order 2005

8. 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.

9. These notes are for general guidance only, particulars regarding the deposit of plans are contained in Regulations 14 of the Building Regulations 2010 and, in respect of fees, in the Building (Local Authority Charges) Regulations 2010.

10. 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.

11. Further information and advice concerning the Building Regulations and planning matters may be obtained from your local authority.

12. A local authority has powers to reject an application where the plans are defective. By agreeing to an extension of time, this allows more time (up to a maximum of two months from the date of submission) for both you, your agent and the Council to resolve any issues.

13. Work to which Part P (Electrical Safety), applies where new cabling and installation, from 1 January 2005, **not** installed under the Governments - Registered Domestic Installer Scheme' will require notification to the local authority for which further charges will be applied. See Charges Guidance Note Sheet.