

## LOCAL AUTHORITY BUILDING CONTROL



**Building Control Services**  
 Deene House  
 New Post Office Square  
 Corby Northants NN17 1GD  
 Fax 01536 464634  
 Tel 01536 464171 DX: 12915 Corby  
**Building Control Helpline 01536 464171**  
 E-Mail [building.control@corby.gov.uk](mailto:building.control@corby.gov.uk)  
 Web site: [www.corby.gov.uk](http://www.corby.gov.uk)

# FULL PLANS SUBMISSION

The Building Act 1984  
 The Building Regulations 2010

This Full Plans Submission notice conforms to the Building Regulations 2010 and may be used to deposit Full Plans with any Local Authority in England and Wales.

This form is to be filled in by the person who intends to carry out building work or the agent. (See notes over)

## 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: \_\_\_\_\_

Postcode: \_\_\_\_\_

Tel: \_\_\_\_\_

Fax: \_\_\_\_\_

email: \_\_\_\_\_

## 4 Proposed Work (see note 2)

Description: \_\_\_\_\_

Electrical installation work to be certificated by a competent person.

## 5 Use of building

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

2. If existing building state present use: \_\_\_\_\_

3. Indicate if the building is a workplace that will be subject to provisions of the Regulatory Reform (Fire Safety) Order 2005 (see note 10)

YES  NO 

## 6 Conditions (see note 7)

Do you consent to the plans being passed subject to conditions where appropriate?

YES  NO 

## 7 Extension of time

Do you agree to an extension of the time allowed for approving your plans

YES  NO 

## 8 Fees: (See note 4 overleaf and separate Guidance Note on Fees for information).

Number of Dwellings \_\_\_\_\_ Number of house types \_\_\_\_\_ Floor Area of Extension m<sup>2</sup> \_\_\_\_\_

Full Estimated Cost of the Proposed Building Work Excluding VAT: £ \_\_\_\_\_

Plan Fee: \_\_\_\_\_ Plus VAT \_\_\_\_\_ Total \_\_\_\_\_

## 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 understand that if work does not commence within 3 years this Notice becomes void.

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

Signature: \_\_\_\_\_

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

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## Notes

1. The applicant is the person on whose behalf the work is being carried out ie the building's owner. **Agents**, please ensure your client is aware of any fee the Council will charge in relation to this project.

2. One copy of this notice should be completed and submitted with plans and particulars in accordance with the provisions of the Building Regulations, and should be accompanied by:

- 2.1. a block plan to scale of not less than 1:1250 showing:
  - 2.1.1 the size and the position of the building, or the building as extended and its relationship to adjoining boundaries;
  - 2.1.2 the boundaries of the curtilage of the building, or the building as extended, and the site, position and use of every other building or proposed building within that curtilage;
  - 2.1.3 the width and position of any street on or within the boundaries of the curtilage of the building or the building as extended;
  - 2.1.4 the provision to be made for the drainage of the building or extension
- 2.2 where it is proposed to erect the building or extension over or within 3 metres of a sewer or drain shown on the local map of public sewers, the precautions to be taken in building over a sewer or drain.

3. Where fire safety requirements apply, two copies of drawings which show how you intend to comply with the requirements for fire protection and fire safety. (Building Regulations Part B), will be needed.

The drawings will need to show major principles such as escape routes and compartmentation, not necessarily matters of detail. It may also be necessary for you to supply drawings to show the fire safety requirements in detail later.

4. Subject to some 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 fee is payable after the first site inspection of work in progress. This second fee is a single payment in respect of each individual building, to cover all site visits and consultations that may be necessary until the work is satisfactorily completed.

The appropriate fee depends on the type of work proposed. Fee scales and methods of calculation are set out in the Guidance Notes on Fees, which should have been sent to you or is available on request.

**5 ELECTRICAL WORK** carried out in 'dwellings' must be notified to the local Building Control Body. **The notification must be made before work starts**, unless it is to be carried out by a '**Competent Person**' who is on an **Approved Register** and who is capable of 'self-certifying' their own work.

6. Subject to some 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 no less than 21 days notice to:

AWA Development Services  
PO Box 104  
Spalding  
Lincs PE11 1SZ Tel: 01604 446688

7. Section 16 of The Building Act 1984 allows the passing of plans subject to conditions. The conditions may specify modifications to the deposited plans and/or that further plans shall be deposited.

8. 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.

9. Food safety legislation may require higher standards and if the premises may be used as a food business you must seek advice from the Environmental Health Officer.

10. 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.

11. Further information and advice concerning the Building Regulations and planning matters may be obtained from the Corby office overleaf.

12. 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 fees, in the Building (Local Authority Charges) Regulations 1998.

13. Personal data will be kept and processed in accordance with the 8 principles of the Data Protection Act 1998. Information will be shared only in circumstances that are compatible with the purposes of the Building Act 1984, The Building Regulations and allied legislation.