

# Full Plans Application

## Building Regulation Guidance Note

These notes are to assist in the completion of the Full Plans forms. If you have any queries in this respect please ask for advice from the Building Control Office and ask for a Building Control Surveyor.

The Building Regulations require that when making an application for permission to carry out work, certain information is required in order to make the application valid.

### 1. Applicants Name/Address

Please complete in block capitals in order to reduce the risk of sending your correspondence to a wrong address.

### 2. Agent

If you act as an agent in whatever capacity then complete this section in block capitals.

### 3. Location of Proposed Work

This may be different from your own address, please give as accurate as possible.

### 4. Proposed Work

A full description is necessary rather than e.g. extension or alterations.

### 5. Use of Building

It is important that the use of the building is known in order that the correct regulations may be applied.

#### 6.1 Conditions

It may be that you do not have all the information to hand when making your submission. Consent to pass, subject to conditions, allows an approval to be given subject to further information being submitted when available.

#### 6.2 Consent

In some circumstances it may be necessary to extend the normal 5 week period in which a decision has to be made. Your consent enables this period to be extended to 2 months from date of deposit.

## 7. Fees

At the plan submission stage a fee is payable to cover the processing and checking of your application known as the **Plan Fee** and is related to the type of work you propose. Where an estimate of the cost is required this should be 100% of the cost as would be charged by a professional person carrying out of the work.

A further fee is charged for the inspection of work known as the **Inspection Fee**. This is charged when the work commences. An exception, however, is that if the work is for erection or extension of a non exempt detached domestic garage or carport up to 100m<sup>2</sup>, other works costing less than £5,000, window replacement and renovation of a thermal element to a single dwelling, then the inspection is to be paid together with the Plan Fee at the deposit of plans. See Guidance notes, 'Building Regulation Fees'.

## 8. Completion Certificate

The Local Authority shall issue a Completion Certificate when they have received a notice of completion or part occupation and either they have been notified that the building is to be put to designated use or they have been requested to issue a certificate. A certificate will only be issued if the work complies in every respect with the Building Regulations.

If a certificate cannot be issued for reasons of non-compliance with regulations to a building having a designated use then a **Fire Certificate** will not be issued by the Fire Authority.

## 9. Statement

This gives your intension to carry out work.

### General Information

- **Builder**

If you know who your builder is going to be at this stage, please give name and address.

- **Fire Precautions**

Premises designated for the purpose of this section are:-

- a) Hotels, Boarding Houses
- b) Factories
- c) Offices
- d) Shops
- e) Railway premises

- **Drainage**

Many properties in the Borough have separate systems of drainage for the foul water and surface water. Please indicate which system you intend to connect to or if a new system is proposed.

- **Invoice**

As identified in Section 7 'Fees', a fee is payable at the commencement of work.

The fee could be paid by the owner, or his agent. Please indicate to whom the invoice should be sent.

- **Disabled Applicant**

Fees may not be charged when the Local Authority is satisfied that the proposed work to a dwelling house or a place where the public are admitted, is solely for the benefit of disabled people who require the adaption of existing premises, or is an extension to store or provide medical treatment for a disabled person. The exemption does not extend to a project that includes, but does not entirely consist of, work for disabled persons.

- **Signature**

Your application will be made invalid if the forms are not signed as appropriate.

- **Plans and Particulars**

Plans and forms should be submitted in duplicate and where the building is designated under the Regulatory Reform (Fire Safety) Order 2005 a further two copies of plans are required. The plans should include a drawing to a scale of not less than 1/1250 showing:-

1. The size of the building, and its relationship to adjoining boundaries;
2. The boundaries of the curtilage of the building and the size, position and use of every other building within that curtilage;
3. The width and position of any street on or within the curtilage.

- **Please Note**

Your application will be dealt with as quickly as possible; and you may assist in this respect by giving an early response to any requests for further information.

- **Work Start**

Building Regulations require that when you start work 2 days notice must be given, failure to give this notice is a contravention of any of the Regulations.

## Translation Information

If English is not your first language and you would like more information about this document, or if you require information in large print or Braille or on tape, please contact (01325) 406214.

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درکار ہو تو براہ مہربانی ٹیلیفون نمبر 01325 406214  
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ਜੇ ਇਹ ਪਰਚਾ ਤੁਹਾਨੂੰ ਅੰਗਰੇਜ਼ੀ ਤੋਂ  
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如果你需要其它語言的版本，請與以  
下電話聯係並報出參考號碼 01325 406214

যদি আপনার ইংরেজী ছাড়া অন্য কোন ভাষায় এই  
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الاتصال بنا على رقم الهاتف التالي  
مع ذكر رقم الإشارة. 01325 406214

Email: [buildingcontrolenquiries@darlington.gov.uk](mailto:buildingcontrolenquiries@darlington.gov.uk)