

## Full Plans Guidance Notes

- 1 The applicant is the person on whose behalf the work is being carried out, e.g., the building's owner.
- 2 This form should be completed and submitted with plans and particulars in accordance with the provisions of Building Regulation 14.
- 3 Subject to certain exceptions a Full Plans or Building Notice application attracts fees payable by the person by whom or on whose behalf the work is to be carried out. The appropriate fee is dependent upon the type of work proposed. Fee scales and methods of calculation are set out in the Notes on Fees which is available on request. The fee is inclusive of all site inspections.
- 4 Subject to certain provisions of the Public Health Act 1936 owners and occupiers of the premises are entitled to have their private foul and service 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.
- 5 The Regulatory Reform (Fire Safety) Order 2005 applies to all types of premises such as places of work, shops, institutional, assembly, industrial residential (other than private dwellings/flats) and common spaces in flats and maisonettes. Where the order applies, the Local Authority will need to consult with the Fire Authority.
- 6 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.
- 7 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.

- 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 Further information and advice concerning the Building Regulations and planning matters may be obtained from your Local Authority.
- 10 Public Sewers if it is proposed to erect a building or extension over or within 3m of a sewer that is shown on the map of sewers or make a new connection to a sewer you must consult with the relevant Water Authority either Thames Water or Southern Water.