

Full Plan 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 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 Fees which is available on request.

Schedule 1 specifies the plan and inspection fees payable from new dwellings up to 300 m². Schedule 2 specifies the fees payable for extensions and alterations to a dwelling house, and the addition of a small garage or carport. Schedule 3 specifies the fees payable for all other cases.

- 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 LABC services provides a Partner Authority Scheme and also National Type Approval 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 name of the Partner Authority, in section 8. If the work proposed or any part of it is subject to LANTAC approval please answer YES and enclose a copy of the appropriate current certificate(s). If there is any variation in this proposal from that shown on the LANTAC type approval plans attention should be drawn to it in a covering letter. Further information on LANTAC schemes is available from your local Building Control Services office or LANTAC, Local Government House, Smith Square, London, SW1 3HZ or LABC Services.
- 6 The Regulatory Reform (Fire Safety) Order 2005 generally 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 liaise with the Fire Authority.

- 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.
- 8 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.
- 9 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.
- 10 Further information and advice concerning the Building Regulations and planning matters may be obtained from your Local Authority.
- 11 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.