

FULL PLANS APPLICATION

THE BUILDING REGULATIONS 2000	
1	Applicant's Details (see note 1) Name:..... Address:..... Postcode (mandatory):..... Tel:..... Fax:..... email:.....
	FOR OFFICE USE ONLY Fee received £..... Cheque / PO / Cash Signed..... Date...../...../20..... App No FP/0...../.....
2	Agent's Details (if applicable) – please give details of the person dealing with the project (see note 2) Name:..... Address:.....Postcode:..... Tel:..... Fax:..... email:.....
3	Location of building to which application relates (see note 3) As section 1 above <input type="checkbox"/> Address:..... Postcode:..... Provide a location plan to a scale not less than 1:1250 <input type="checkbox"/>
4	Description of proposed building work (see note 4)
5	Use of building (see note 5) (a) As existing:..... (b) As proposed:..... Is the building to be put to a 'Designated Use' under the Fire Precautions Act 1971? Yes <input type="checkbox"/> No <input type="checkbox"/>
6	Additional information (see note 6) (a) Source of drinking water: Mains <input type="checkbox"/> Private <input type="checkbox"/> Other (please specify)..... (b) Method of foul water drainage: Sewer <input type="checkbox"/> Septic tank <input type="checkbox"/> Cesspool <input type="checkbox"/> (c) Method of surface water drainage: Mains <input type="checkbox"/> Soakaway <input type="checkbox"/> Stream <input type="checkbox"/> (d) Is a new vehicular access required? Yes <input type="checkbox"/> No <input type="checkbox"/> (e) Have you applied for planning permission? Yes <input type="checkbox"/> No <input type="checkbox"/> Application No.....
7	Charges (see note 7) Cheques should be made payable to West Somerset Council (a) Gross floor area of new building or extension:m ² (b) Estimated cost of proposed works £..... (c) Charge submitted £.....
8	About Decision (see note 8) Is this a resubmitted application? Yes <input type="checkbox"/> No <input type="checkbox"/> If yes, please state application number Are you willing to receive a Conditional Approval? Yes <input type="checkbox"/> No <input type="checkbox"/> Will you allow the decision period to be extended to two months if necessary? Yes <input type="checkbox"/> No <input type="checkbox"/> Is a completion certificate required on satisfactory completion of work? Yes <input type="checkbox"/> No <input type="checkbox"/>
9	Statement This application relates to the work described above and is given in accordance with Regulation 12(2)(b) and is accompanied by the appropriate fee of £..... It is understood that an inspection fee may be payable after the first inspection of the work by the Local Authority. Signature: _____ On behalf of: _____ Date: / /20

Application Notes

1. APPLICANT'S DETAILS

The applicant is the person or company who wishes to have the building work carried out.

2. AGENT'S DETAILS

The agent is the person submitting the application on behalf of the applicant.

3. LOCATION OF THE BUILDING

The full postal address of the building including the postcode where known. A location plan should be provided to a scale of not less than 1:1250.

4. DESCRIPTION OF THE BUILDING WORK

A brief description of the work that the application relates to e.g. single storey extension or erection of new five storey office building etc.

5. PROPOSED USE OF THE BUILDING

A brief description of the proposed use of the building e.g. single family dwelling.

If the building is a shop, office, factory, workplace, hotel or boarding house it may be regarded as a "designated use" under the Fire Precautions Act 1971. Part of the building control process involves consultation with the local fire authority on such buildings. An additional copy of the plans showing compliance with Part B of the Building Regulations are required for this purpose.

6. ADDITIONAL INFORMATION

Additional information to aid your application.

7. CHARGES

Subject to exemptions, charges are payable on all Building Regulations applications. The charges in most cases are split between the Plan Charge which is submitted on deposit of the plans and an Inspection Charge which is invoiced to the **APPLICANT** after commencement of work. The second payment is a single charge and covers all the site inspections that are required to ensure that the work complies with the Building Regulations. **VAT is payable on all charges.** A Schedule of Charges is attached for your attention.

8. ABOUT DECISION

- (a) Resubmission: An application may be rejected due to lack of information or non-compliance with the regulations. The application may be re-submitted with no additional charges provided that the work is substantially the same.
- (b) Conditional Approval: The application may be approved subject to certain conditions if you wish. These may be minor modifications or may require further information to be deposited at a later date.

(c) Extension of Time: Although the Authority have 5 weeks to make a decision on an application, it is not always possible for the designer or us to deal with the application in this time. The extension of time gives a further 3 weeks for this purpose i.e. from 5 weeks to 2 months.

(d) Completion Certificate: If required, a Completion Certificate will be issued upon satisfactory completion of the building works.

GENERAL NOTES:

PLANS

A copy of this form should be submitted together with two sets of fully detailed scale drawings and any other relevant details.

PLANNING PERMISSION

This application relates only to the Building Regulations 2000. You may need permission under the Town and Country Planning Act 1990, and other Acts and Regulations. Please ensure that these permissions have been obtained before works start. If you have any doubt please phone the Planning Section on 0845 408 2545.

INSPECTIONS OF WORK ON SITE

To comply with Regulation 15 of the Building Regulations 2000 you must:-

- (a) Give notice in writing to the Council two days before building work starts.
- (b) Give notice when the following stages have been reached:
 - I The foundations have been excavated.
 - II The foundations have been concreted.
 - III The material below the concrete oversite or floor has been laid.
 - IV The drains are laid (before being covered).
 - V A damp proof course either in the floor or the wall has been laid (before it is covered).
 - VI The roof structure is completed.
 - VII The building or extension is occupied.
 - VIII The building work is completed.

LEGISLATION

These notes are for general guidance only, particulars regarding the deposit of plans are contained in Regulation 14 of the Building Regulations 2000. It is a criminal offence to carry out work to which the Building Regulations apply without giving written notice to the Local Authority.