

Full plans application

Please use type or block capitals

Building Act 1984

The Building Regulations 2000

1 Applicant's details

Name:

Address:

Postcode:

Telephone:

e-mail:

2 Agent's details (if applicable)

Name:

Address:

Postcode:

Telephone:

e-mail:

3 Location of building to which work relates

Address:

Postcode:

4 Proposed work

Description:

Date work commences:

5 Use of building

Existing use:

Proposed use:

*If the building is or will be put to use as a workplace (see note 1) (inc. hotel, boarding house, shop, office, factory, railway premises) **two additional copies** of the plan are required to allow consultation with the fire authorities.*

6 Conditions (see note 3)

I consent to the plans being passed subject to conditions if appropriate *(delete if not appropriate)*.

7 Extension of time

I agree to an extension of time if matters cannot be resolved within the five week period *(delete if not appropriate)*.

8 Town & Country Planning Acts

Do the submitted plans correspond with the terms of any planning permission granted or planning permission currently applied for?

Yes

No

Planning Application No. (if known)

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 payment. I understand that the applicant may be liable for further charges following the first inspection by the local authority.

Name:

Signature:

Date:

For office use only

BR15 - Issue 9 - OCT 2006

Plan no:

Fee received:

Receipt no:

10 Charges *(See separate Note on Charges for information)*

Schedule 1 - Work

Number of dwellings: Total internal floor area of dwelling Charge £
(if more than one, please note on a separate sheet)

Schedule 2 - Work *(Please tick as appropriate - DOMESTIC WORK ONLY)*

- Detached garage/carport under 40m²* Installation of cavity fill/unvented hot water system
 Extension(s) under 10m²* Extension(s) between 10m² and 40m²*
 Extension(s) between 40m² and 60m²*

*Please state internal floor area Charge £

Schedule 3 - Work

Estimated cost¹ £ Internal floor area (if applicable) Charge £
(exc. vat)

Certificate of Completion

Do you require a Certificate of Completion? Yes No

N.B. You must inform the inspecting authority of final completion within five days.

Total charges to be included with this application £

Information notes:

¹A breakdown of costs is required to justify the estimate.

11 Additional Information

1. Is there a drain or sewer being built over or within 3m of the building work? Yes No
2. Was the main building constructed before 1938? Yes No
3. Please state the treatment used on any new roof timbers:

Notes

1. Two copies of this notice should be completed and submitted with two copies of the plans and particulars. Should the work relate to a workplace under the Fire Precautions (Workplace) Regulations 1997 **two additional copies** of the plans are required (see question 5).
2. Subject to certain exceptions a Full Plans Submission attracts charges payable by the person by whom or on whose behalf the work is to be carried out. Generally charges are payable in two stages. The first payment must accompany the deposit of plans and the second is payable after the first site inspection of work in progress. The second charge is a single payment in respect of each individual building, to cover all site visits and consultations which may be necessary until the work is satisfactorily completed. The appropriate charge is dependent upon the type of work proposed. A Guidance Note on Charges is available on request.
3. 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.
4. These notes are for general guidance only. Particulars regarding the deposit of plans are contained in Regulation 14 of the Building Regulations 2000 and, in respect of charges, in the Building (Local Authority Charges) Regulations 1998.
5. Persons proposing to carry out 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.
6. Further information and advice concerning the Building Regulations and Planning matters may be obtained from your Local Authority.



Surrey Building Control Association

This form is universally accepted throughout the County of Surrey. You are advised to contact the relevant Authority for advice on their current Building Regulation charges.

Borough of Reigate and Banstead 01737 276000
Elmbridge Borough Council 01372 474474
Epsom and Ewell Borough Council 01372 732371
Guildford Borough Council 01483 444608
Mole Valley District Council 01306 879264
Runnymede Borough Council 01932 838383

Spelthorne Borough Council 01784 446359
Surrey Heath Borough Council 01276 707223
Tandridge District Council 01883 732871
Waverley Borough Council 01483 869325
Woking Borough Council 01483 743418