



Building Control

Development Services

FULL PLANS SUBMISSION

The Building Act 1984

The Building Regulations 2010

VALID	CODE

This form is to be filled in by the person who intends to carry out building work or agent. If the form is unfamiliar, please read the notes on the reverse side or consult the office indicated. Please type or use block capitals.

1 Applicants details

Name:

Address:

.....

Postcode: Tel: Email:

2 Agent or Architects details

Name:

Address:

Postcode: Tel: Email:

3 Location of building to which work relates

Address:

Postcode:

4 Proposed Work

Description:

.....

.....

5 Use of Building

1. If new building or extension please state proposed use:

2. If existing building state present use:

6 Conditions (See Note 8)

Do you consent to the plans being passed subject to conditions where appropriate? **YES / NO**

7 Charges (see Guidance notes on building regulation charges and Notes 3 & 4)

Table A Number of Dwellings? Table B/C/D? Category?

Estimated cost where appropriate? £:

Plan fee: plus VAT: TOTAL:

Inspection fee due: plus VAT: TOTAL:

8 Completion Certificate – will be issued on satisfactory completion of the works subject to Regulation 17 or 17A. (See note 6)

9 Statement: This application, is deposited for the purpose of Building Regulation 12(2A)(b) and is accompanied by the appropriate charge. **I understand that further charges will be payable following the first inspection unless previously paid. The applicant has been advised of this. Invoice for these charges to be sent to:-**

Company name or all Forename (s): Surname:

Address:

..... Postcode:

Tel: Email:



Signed:

Date:

On behalf of:

Notes

1. The applicant is the person on whose behalf the work is being carried out, e.g. the building's owner.
2. Two copies of this notice should be completed and submitted with plans (including site location block plan) and particulars in duplicate in accordance with the provisions of Building Regulations 14.

Subject to certain exceptions where Part B (Fire Safety) imposes a requirement in relation to proposed building work, two further copies of plans, which demonstrate compliance with the requirements, should be deposited.

3. 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. Charges are payable in two stages. The first charge must accompany the deposit of plans and the second charge is payable after the first site inspection of work in progress. **(Applications are not valid unless the appropriate charges have been paid)**

Schedule 1 describes the plan and inspection charges payable for small domestic buildings. Schedule 2 describes the charges payable for small alterations and extensions to a dwelling and the addition of a small garage or carport. Schedule 3 describes the charges payable for all other cases.

The appropriate charge is dependent upon the type of work proposed. Charge scales and methods of calculation are set out in the Guidance Notes on Charges, which is available on request. **Payment may be made by Credit / Debit card or Cheque payable to Sheffield City Council.**

4. **Domestic Electrical Work** – If you do **not** intend to use a member of a Part P “Competent Person” scheme to carry out the electrical works associated with your application (electrical works that require a Building Regulation Application), we can arrange to have the electrical work inspected and tested by our qualified electrical sub-contractor. You will need to make this decision when you submit your application and pay the cost of this as part of the Building Notice or inspection charge.

5. Subject to certain provisions of the Public Health Act 1936 owners and occupiers of premises are entitled to have their private foul and surface 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.
6. Completion Certificates are issued free of charge provided proper notification of completion and/or occupation is received otherwise a charge may be levied. (see Regulation 17 or 17A)
7. LABC Type Approval is a certification scheme where standard design of building types can be accredited enabling developers to use the same building type across a region/country without the need to have it checked by each individual authority. It is available for housing, commercial or industrial buildings. If the work proposed is subject to LABC Type Approval enclose a copy of the appropriate current certificate (s). If there is any variation in this proposal from that shown on the LABC Type Approval approved plans attention should be drawn to it in a covering letter. Further information on LABC Type Approval is available at:
Email: info@labc.uk.com
Web: <http://www.labc.uk.com>
8. 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.
9. These notes are for general guidance only. Particulars regarding the deposit of plans are contained in Regulation 12 of the Building Regulations 2010 and in respect of charges, in the Building (Local Authority Charges) Regulations 2010.
10. 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 County Planning Acts
Telephone. 0114 203 9813
11. Further information and advice concerning the Building Regulations and planning matters may be obtained from Building Control.

Send this form with accompanying plans and particulars to:

Building Control
4th Floor Howden House
1 Union Street
Sheffield
S1 2SH

Any queries please telephone 0114 273 4168
Email: buildingcontrol@sheffield.gov.uk
Web: <http://www.sheffield.gov.uk/buildingcontrol>