

Full Plans Submission

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 guidance notes or consult your local Building Control office.

Building Control Services
 Civic Offices
 New Road
 GRAYS
 RM17 6SL

1	Applicant's Details	2	Agents Details (if applicable)
	Name _____ Address _____ _____ _____ Postcode _____ Tel. _____ E-mail _____		Name _____ Address _____ _____ _____ Postcode _____ Tel. _____ E-mail _____
	How would you prefer correspondence to be sent to you?		Post <input type="checkbox"/> e-mail <input type="checkbox"/>
3	Location of Building to which Work Relates		
	Address _____ _____ Postcode _____		
4	Proposed Work – Description _____ _____		
5	Existing Use of Building _____ Proposed Use of Building _____		
6	Fire Safety Order 2005 (see note page 2)		
	Is the building designated? Yes <input type="checkbox"/> No <input type="checkbox"/>		
7	Do you consent to?		
	(a) the plans being passed subject to conditions where appropriate		Yes <input type="checkbox"/> No <input type="checkbox"/>
	(b) an extension of the statutory time limited by three weeks if necessary?		Yes <input type="checkbox"/> No <input type="checkbox"/>
8	Fees (Please refer to separate fee sheet)		
		code	plan fee
	Initial works (100% fee)	_____	_____
	Secondary works (50% fee)	_____	_____
	Other works	_____	_____
	Total plan fee:		_____
9	Statement		
	This notice is given in relation to the building work as described, is submitted in accordance with Regulation 12(2)(a) and is accompanied by the appropriate fee		
	Name: _____	Signature: _____	Date: _____

Full Plans Explanation Notes

1. The applicant is the person on whose behalf the work is being carried out, e.g. the building's owner.

2. One copy of this notice should be completed and submitted with plans and particulars in duplicate in accordance with the provisions of Building Regulation 14.

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 fees payable by the person by whom or on whose behalf the work is to be carried out. Fees are payable in two stages. The first fee must accompany the deposit of plans and the second fee is a single payment to cover all anticipated site visits and consultations which may be necessary until the work is satisfactorily completed. Should the number of site visits be substantially different from that anticipated then the inspection fee may be reassessed

- Table A prescribes the plan and inspection fees payable for small housing developments, flats and conversions creating a new dwelling.
- Table B prescribes the fees payable for domestic extensions, garage, replacement windows and electrical installations.
- Table C deals with non-domestic extensions, alterations and small building.

Should your proposed work not be covered by the fee tables please contact this office to discuss an individual fee quote

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.

4. 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. Person wishing to make such connections must give not less than 21 days notice to the appropriate authority.

5. The Regulatory Fire Reform (Fire Safety) Order 2005 applies to all premises except:

'Single family dwellings houses and alterations and extensions to the same'

6. 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 fees, in the Building (Local Authority Charges) Regulations 2010.

7. 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.

8. Further information and advice concerning the Building Regulations and planning matter may be obtained from the Council or <http://www.thurrock.gov.uk/buildingcontrol>