



# FULL PLANS SUBMISSION

## TENDRING DISTRICT COUNCIL

PLANNING SERVICES

TENDRING DISTRICT COUNCIL

COUNCIL OFFICES, WEELEY

CLACTON ON SEA, ESSEX, CO16 9AJ.

TEL. 01255 686111 FAX. 01255 686425

The Building Act 1984

The Building Regulations 2010

OFFICE USE ONLY

<b>CHECKED BY</b>	<b>CODE</b>	<b>V =</b>
<b>OFFICER</b>	<b>EST COST</b>	<b>FA =</b>
<b>INSPECTION FEE (Excl. VAT) £</b>		
<b>CHEQUE No.</b>	<b>AMOUNT</b>	
<b>CARD</b>	<b>REC'T No.</b>	
<b>DATE REC'D IN</b>	<b>a)Registry</b>	<b>b) B.C.</b>

*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 above. Please type or use block capitals.*

<b>1</b>	<b>Applicant's details</b> (see note 1) Name: _____ Address: _____ Postcode: _____ Tel: _____ Email: _____
<b>2</b>	<b>Agent's details</b> (if applicable) Name: _____ Address: _____ Postcode: _____ Tel: _____ Email: _____
<b>3</b>	<b>Location of building to which work relates</b> Address: _____ Postcode: _____ Tel: _____ Email: _____
<b>4</b>	<b>Proposed work</b> Description: _____
<b>5</b>	<b>Use of building</b> 1 If new building or extension please state proposed use: _____ 2 If existing building state present use: _____ 3 Will the building be subject to the Regulatory Reform (Fire Safety) Order 2005? (See Note 5) <span style="float: right;">YES/NO</span>
<b>6</b>	<b>Conditions</b> (see note 6) Do you consent to the plans being passed subject to conditions where appropriate? <span style="float: right;">YES/NO</span>
<b>7</b>	<b>Extension of time</b> Do you consent to an extension of time, if required, for consideration of this application, expiring two months from the date of deposit? <span style="float: right;">YES/NO</span>
<b>8</b>	<b>Fees</b> (see note 3 and separate Guidance Note on Fees for information) Schedule A (Dwellings) state the total number of dwellings - Total: _____ Schedule B (Domestic extensions, detached garages) state floor area: _____ m <sup>2</sup> /or Cost £ Schedule C (Non Domestic Work) state floor area _____ m <sup>2</sup> /or Cost of Works £ Plan fee(to be paid on deposit): £ _____ plus VAT: £ _____ Total: £ _____
<b>9</b>	<b>Completion certificate</b> A completion certificate will be provided following satisfactory completion of the building work
<b>10</b>	<b>Additional information</b> _____ _____
<b>11</b>	<b>Statement</b> 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 fee. I understand that further fees will be payable following the first inspection by the local authority.  Name: _____ Signature: _____ Date: _____

## Notes

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

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

For all new work or extensions, all trees within 25m of the proposals should be indicated on the site or block plan.

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 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 payable after the first site inspection of work in progress. This second fee 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.

Schedule A prescribes the plan and inspection fees payable for small domestic buildings. Schedule B prescribes the fees payable for small alterations and extensions to a dwelling home, and the addition of a small garage or carport. Schedule C prescribes the fees payable for all other cases.

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

5. The Regulatory Reform (Fire Safety Order) 2005 replaces the previous Fire Precautions Act and places a duty on the "Responsible Person" for relevant premises to take reasonable fire precautions for the safety of people on the premises and in the vicinity of the premises. The order applies to ALL buildings EXCEPT dwellings (**but** including the common parts of flats). This legislation is administered by Essex Fire and Rescue Service.

6. 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.

7. These notes are for general guidance only, particulars regarding the deposit of plans are contained in Regulation 14 of the Building Regulations 2010 and, in respect of fees, in the current scheme of Building Regulation Charges.

8. 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**.

9. Further information and advice concerning the Building Regulations and Planning matters may be obtained from your local authority.