**Building Control Application – Full Plans**

| 1. **Client Details (The person for whom the work is being carried out)**
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| Name: |  |
| Full address: |  |
| Phone: |  |
| Email: |  |
| Is the client different to the applicant? | Yes: [ ]  No: [ ]  |

**The Building Act 1984 (as amended), The Building Regulations 2010, The Building Safety Act 2022**

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| 1. **Applicant Details (If different to client, or state it is the same)**
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| Name: |  |
| Full address: |  |
| Phone: |  |
| Email: |  |

**Please note**: Where the application is made by someone on behalf of the client, a statement from the client is to be attached along with the application documents via email from the client (from their personal email address – not a generic one), confirming they agree to the application being made and that the information contained in the application is correct.

**Please note:** If any persons change (client, applicant, designer, builder) before completion of the application, you are required to provide details of that change and update this form.

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| 1. **Principal Designer Details (if different to applicant (the lead or sole designer))**
 |
| Is the principal designer the same as the applicant? | Yes: [ ]  No: [ ]  |
| Name: |  |
| Full Address:  |  |
| Phone: |  |
| Email: |  |
| Have you appointed a principal contractor? |  |

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| 1. **Principal Contractor Details (the lead contractor)**
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| Is the principal contractor the same as the applicant? | Yes: [ ]  No: [ ]  |
| Name: |  |
| Full Address: |  |
| Phone: |  |
| Email: |  |

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| 1. **Correspondence**
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| Main correspondence email address: |  |

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| 1. **Proposed Work**
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| Description: |  |
| Estimated commencement date: |  |
| Planning reference number (if applicable): |  |

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| 1. **Location and usage of building to which work relates**
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| Full site address: |  |
| Is this a building to which the Regulatory Reform (Fire Safety) Order 2005 applies, or willapply after completion of the building work? |  |
| Does the work consist of work to an existing building? If so, please describe the existing building’s usage: |  |
| Where the building comprises more than one usage type, please enter details of the **existing** use of each storey: |  |
| Current height of the building: |  |
| Current No Storeys of the building: The **existing** number of storeys in the building as determined in accordance with Regulation 6 of the Higher-Risk Buildings (Descriptions and Supplementary Provisions) Regulations 2023: |  |

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| 1. **Proposed Usage**
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| State the principal **proposed** usage of the building: |  |
| Where the building comprises more than one usage type, please enter details of the **proposed** use of each storey: |  |
| The height of the building after **proposed** work: |  |
| Proposed No Storeys of the building: The number of storeys in the building after the **proposed** work as determined in accordance with link to Regulation 6 of the Higher-Risk Buildings (Descriptions and Supplementary Provisions) Regulations 2023: |  |

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| 1. **Payment**
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| Do you wish to pay the plan checking fee by card, cheque, BACS transfer, or invoice? |  |
| Please confirm whether the Client, Applicant or Principal Designer will be paying the plan check fee: |  |
| Please confirm whether the Client, Applicant or Principal Designer should be invoiced for the inspection fee: |  |

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| 1. **Application Statement**
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| This notice is given in relation to the building work as described, and is submitted in accordance with The Building Regulations and the current Tendring Building RegulationCharges Scheme. I understand that further fees will be payable following the first inspection by the authority for a Full Plans application.* I agree to the Council exercising the option to approve the application with conditions if considered appropriate.
* I agree to inform the local authority building control department if any amendments are made to; the client, the applicant, the principal designer, or principal contractor throughout the course of this application.
* This application is an application for building control approval with full plans given under regulation 12(2)(b) and by submitting I am agreeing to a decision on the plans being issued within 8 weeks of validation, which may be extended upon written agreement.

By submitting this form, you agree that you have read and understood the above statement for yourself or your client and you are confirming all the relevant requirements of Part 2A(duty-holders) has been complied with. |

**Please return this application form, along with all necessary planning and construction drawings, specifications and structural calculations to** **bcinspections@tendringdc.gov.uk****.**

**Our administration team aim to contact you with a confirmed fee quote within 48 hours of submission.**

**For more information, please visit** [**www.tendringdc.uk/departments/building-control**](https://www.tendringdc.uk/departments/building-control)**.**