

**LOCAL AUTHORITY  
BUILDING CONTROL**



Department of Environment & Regeneration  
Planning & Building Control,  
Allerburn House,  
Denwick Lane, Alnwick,  
Northumberland NE66 1YY

**FULL PLANS  
SUBMISSION**

The Building Act 1984  
The Building Regulations 2000 (as amended)

Director: Paul R. Gee

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This Full Plans Submission notice conforms to the Building Regulations 2000 (as amended) and may be used to deposit Full Plans with any Local Authority in England and Wales.

*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 which follow or consult your local Building Control office. Please submit completed form to the Building Control Office dealing with your Full Plans Submission application. Information regarding fees may be obtained from your Building Control Office.*

**1 Applicant's details** (see note 1)

Name: \_\_\_\_\_

Address: \_\_\_\_\_

Postcode: \_\_\_\_\_

Tel: \_\_\_\_\_

Fax: \_\_\_\_\_

email: \_\_\_\_\_

**2 Agent's details** (if applicable)

Name: \_\_\_\_\_

Address: \_\_\_\_\_

Postcode: \_\_\_\_\_

Tel: \_\_\_\_\_

Fax: \_\_\_\_\_

email: \_\_\_\_\_

**3 Location of building to which work relates**

Address: \_\_\_\_\_

Postcode: \_\_\_\_\_

Tel: \_\_\_\_\_

Fax: \_\_\_\_\_

email: \_\_\_\_\_

**4 Proposed Work** (see note 5)

Description: \_\_\_\_\_

Is the proposed work or any part of it subject to Partnering or a current LANTAC approval? YES  NO

**5 Use of building**

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

2. If existing building state present use: \_\_\_\_\_

3. Is the building to be put, or intended to be put, to a use which is designated for the purpose of the Regulatory Reform (Fire Safety) Order 2005 (see note 6)? YES  NO

**6 Conditions** (see note 7)

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

Do you agree to a decision granted up to **two months** from the valid date YES  NO

**7 Fees** (see Guidance Note of Fees for information) N.B. When fees are based on estimated cost of the work a written estimate of the total cost of the work shown on the plans must be provided.

Plan fee £ \_\_\_\_\_

+ VAT at 17½% Total £ \_\_\_\_\_

Estimate enclosed YES  NO

Indicate name of person who will be charged for Inspection Fee – Agent/Applicant/OTHER (if other provide full details below) \_\_\_\_\_

**8 Additional information:**

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

**9 Statement**

This notice is given in relation to the building work as described, is submitted in accordance with Regulation 12(2A)(b) and is accompanied by the appropriate fee. I understand that further fees will normally be payable following the first inspection by the local authority.



Name: \_\_\_\_\_

Signature: \_\_\_\_\_

Date: \_\_\_\_\_

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## 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 and particulars in duplicate in accordance with the provisions of Building Regulation 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 fees payable by the person by whom or on whose behalf the work is to be carried out. Most 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. The second fee is a single payment in respect of the relevant work to cover all site visits and consultations which may be necessary until it is satisfactorily completed.

Schedule 1 prescribes the plan and inspection fees payable for small domestic buildings. Schedule 2 prescribes the fees payable for small alterations and extensions to a dwelling home, and the addition of a small garage or carport. Schedule 3 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 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** LABC Services provides a Partner Authority Scheme and also National Type Approval for a range of building types, building systems and major building elements where they are used repeatedly.



If this proposal is to use the Partnering scheme please answer YES and provide further details, including name of the Partner Authority, in section 8. If the work proposed or any part of it is subject to a LANTAC approval please answer YES and enclose a copy of the appropriate current certificate(s). If there is any variation in this proposal from that shown on the LANTAC type approval plans attention should be drawn to it in a covering letter. Further information on LANTAC schemes is available from your local Building Control Services office, LANTAC, Local Government House, Smith Square, London SW1 3HZ or LABC Services, address overleaf.

**6** Premises currently designated for the purpose of the Regulatory Reform (Fire Safety) Order 2005 are:

ISBN-13: 978 1 85112 815 0 - Offices and shops  
ISBN-13: 978 1 85112 816 7 - Factories and warehouses  
ISBN-13: 978 1 85112 817 4 - Sleeping accommodation  
ISBN-13: 978 1 85112 818 1 - Educational premises  
ISBN-13: 978 1 85112 819 8 - Residential Care premises  
ISBN-13: 978 1 85112 820 4 - Small and medium Places of Assembly  
ISBN-13: 978 1 85112 821 1 - Large Places of Assembly  
ISBN-13: 978 1 85112 822 8 - Theatres, Cinemas and similar premises  
ISBN-13: 978 1 85112 823 5 - Open air events and venues  
ISBN-13: 978 1 85112 824 2 - Healthcare premises  
ISBN-13: 978 1 85112 825 9 - Transport premises and facilities

**7** 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.

**8** These notes are for general guidance only, particulars regarding the deposit of plans are contained in Regulation 14 of the Building Regulations 2000 (as amended) and, in respect of fees, in the Building (Local Authority Charges) Regulations 1998.

**9** 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.

**10** Further information and advice concerning the Building Regulations and planning matters may be obtained from your local Authority.