

Plan No. \_\_\_\_\_

Cheque  Cash  None

Amount: £ \_\_\_\_\_

Receipt No. \_\_\_\_\_

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

(Office Use Only)



## Building Act 1984, The Building Regulations 2000 FULL PLANS SUBMISSION

If this form is unfamiliar please read the notes overleaf or contact the above office for guidance.

### 1 Applicant (Owner or person on whose behalf the work is to be carried out)

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

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

\_\_\_\_\_ Postcode: \_\_\_\_\_ E-mail: \_\_\_\_\_

### 2 Agent (if applicable - person acting on behalf of applicant and to whom correspondence will be addressed)

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

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

\_\_\_\_\_ Postcode: \_\_\_\_\_ E-mail: \_\_\_\_\_

### 3 Location of building to which work relates

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

### 4 Proposed work

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

If applicable, please confirm the Town Planning Application reference no. to which this work relates:

### 5 Use of Building

a. Present use \_\_\_\_\_ b. Proposed use \_\_\_\_\_

### 6 Charges (Please read note 2 overleaf and separate Guidance Note on Building Control Charges)

(i) Table 1 - If new houses or flats being built, please state total no. of dwellings: \_\_\_\_\_

(ii) Table 2 - If domestic extension(s) or domestic detached building(s), please state total floor area: \_\_\_\_\_ m<sup>2</sup>

(iii) Table 3 - If other work (not covered by Tables 1 or 2) please state total estimated cost of work: £ \_\_\_\_\_

(iv) Payment enclosed with this submission £ \_\_\_\_\_ INC. VAT

**(Cheques to be made payable to Royal Borough of Kingston Upon Thames)**

(v) Person to whom invoice for site inspection charge should be sent (where applicable and if not the applicant):

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

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

### 7 Statements

(i) Is or will the building be a building to which the Regulatory Reform (Fire Safety) Order 2005 applies? (See note 1 overleaf) **\*YES/NO**

(ii) Do you agree to a conditional approval if considered appropriate? (See note 3 overleaf) **\*YES/NO**

(iii) Do you agree to an extension of the time period for your application to be considered? (See note 4 overleaf) **\*YES/NO**

(iv) Does the proposal involve home electrical installation work to which Part P of the Building Regulations applies? **\*YES/NO**  
(If necessary, see separate Part P Guidance Note).

(v) If YES, do you intend to use an electrician who is registered with a Competent Persons Self-Certification Scheme? **\*YES/NO**  
(See Note 5 Overleaf)

(vi) I hereby give notice of intention to carry out the work set out herein. I enclose Full Plans in accordance with Regulation 12(2)(b) of the Building Regulations, 2000 and in case of query would prefer that you contact me by:

Letter  Telephone  E-mail  Fax

Signed: \_\_\_\_\_ On behalf of: \_\_\_\_\_  
(Insert applicant's name if signed by an Agent)

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

# NOTES

## Full Plans Submission

- Two copies of this form should be completed in block letters and submitted with the appropriate charge together with plans drawn to scale and any supporting documents in duplicate. Where Part B (Fire Safety) imposes a requirement to proposed work to buildings other than dwellings, two further copies of plans demonstrating compliance with the requirements should be deposited.
  - The Regulatory Reform (Fire Safety) Order 2005 replaces fire certification under the Fire Precautions Act 1971. The order applies to all non-domestic premises, and also includes the common parts of apartment buildings and both the common and shared parts of Houses in Multiple Occupation.

## Charges

### 2. Cheques should be made payable to Royal Borough of Kingston Upon Thames.

The appropriate charge is dependent upon the type of work proposed. Charge scales and methods of calculation are set out in the Guidance Note on Charges which is available on request. An automatic charge calculator is also available on our website [www.kingston.gov.uk/buildingcontrol](http://www.kingston.gov.uk/buildingcontrol)

Subject to certain exceptions a Full Plans Submission attracts charges payable by the person by whom or on whose behalf work is to be carried out. Charges for work costing more than £5000 are generally 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. This second charge, for which an invoice will be issued, is a single payment to cover all site visits and consultations which may be necessary until the work is satisfactorily completed.

The opportunity provided for supplying the name and address of the person who should receive the invoice for the site inspection charge (if applicable), is for the applicant's convenience. The charges regulations stipulate that the site inspection charge is payable by "the person who carries out the building work or on whose behalf the building work is carried out" and in cases of dispute therefore, the Council will ultimately seek payment from that person, (usually the applicant).

## Conditional Approval

- 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.

## Extension of Time

- Section 16 of the Building Act 1984 requires the Council to pass or reject plans within 5 weeks of deposit, or by agreement, up to 2 months of deposit. Your agreement to this will not delay checking or approval but will allow more time to agree any required alterations, thereby avoiding the need for early rejection.

## Further Guidance

### 5. **Part P – Electrical Safety in Dwellings**

From 1<sup>st</sup> January 2005 new electrical wiring or electrical components for a house, flat or building/land that receives its electricity from a source associated with a dwelling must be designed and installed in accordance with Part P of the Building Regulations. The simplest and quickest method of ensuring compliance is to have the electrical work carried out by a person (or firm) who is registered with an electrical Competent Persons Self-Certification Scheme approved by the Secretary of State. On completion of the work the 'approved person' will issue certificates of compliance to the owner and forward details to the Local Authority.

If electrical work is carried out by a person who is not registered with a self-certification scheme then the work will need to be checked by Building Control who will require, on completion, an Electrical Installation Certificate signed by a competent electrician. Further details can be found on our separate 'Part P' Guidance Note (available on our website) or by visiting the website of the Department for Communities and Local Government at: [www.communities.gov.uk](http://www.communities.gov.uk)

**Note: - Where applicable, failure to provide appropriate certification for electrical installation work will prevent the issue of a Building Regulations Completion Certificate.**

- These notes are for general guidance only. Particulars regarding the deposit of plans are contained in Regulation 14 of the Building Regulations 2000 S.I. No 2531 and in respect of charges, in the Building (Local Authority Charges) Regulations 1998 S.I. No 3129 and the current Scheme of Charges contained in the Guidance Note on Building Control Charges which is available on request.
- Anyone proposing to carry out building work or make a material change of use of a building is reminded that permission may be required under the Town and Country Planning Acts. Whilst not a matter dealt with by the Council, if you are carrying out work on an existing wall shared with another property, building on the boundary with a neighbouring property or excavating near an adjoining building, your attention is drawn to The Party Wall etc. Act 1996.**
- Further information and advice concerning the Building Regulations and Planning matters may be obtained from our website [www.kingston.gov.uk/environment](http://www.kingston.gov.uk/environment) or from the Council Offices - telephone 020-8547 5332 for Building Control and Planning.