

Plan Number

THE BUILDING ACT 1984
 THE BUILDING REGULATIONS 2000 (as amended)

FULL PLANS APPLICATION

NOTICE OF INTENTION TO CARRY OUT BUILDING WORK OR MAKE A MATERIAL CHANGE OF USE OF AN EXISTING BUILDING THE BUILDING REGULATIONS, 2000 (as amended) REGULATION 14

To:- Building Control Section, 4th Floor Maritime House, 1 Linton Road, Barking, Essex IG11 8HG.

I/WE HEREBY give notice of intention to carry out work set out herein.

Signed _____

Date _____

Name and address of person(s) on whose behalf the work is to be carried out. **(BLOCK LETTERS PLEASE)**

Name _____

Address _____

Post Code _____

Telephone No. _____

If you are using an agent please give details below:-

Agents Name _____

Agents Address _____

Post Code _____

Telephone No. _____

I agree to a 3 week extension of the statutory 5 week period, should this be necessary.	
Signed	
Date	

1)	Address or location of proposed work	
2)	Description of proposed work	
3)	Is the building to be designated use? (i.e. office, shop, factory, hotel or workplace)	YES/NO
4)	Do you require a completion notice?	YES/NO
5)	Estimated cost of work and/or Floor Area	£
6)	Fee payable	£

FOR OFFICIAL USE ONLY

PROPOSED	APPLICANT	ADDRESS OF WORK	DECISION	BCO
Checked by		Date		Action

NOTE 1 – Regulation 12 of the Building Regulations 2000 (as amended) includes:-

Giving of a building notice or deposit of plans:-

- (2) This regulation applies to a person who intends to -
- carry out building work;
 - replace or renovate a thermal element in a building to which the energy efficiency requirements apply;
 - make a change to a building's energy status; or
 - Make a material change of use.
- (2A) Subject to the following provisions of this regulation, a person to whom this regulation applies shall -
- Give to the local authority a building notice in accordance with regulation 13; or
 - Deposit full plans with the local authority in accordance with regulation 14.
- (3) A person shall deposit full plans where he intends to carry out building work in relation to a building to which the Regulatory Reform (Fire Safety) Order 2005 [16] applies, or will apply after the completion of the building work
- (4) A person shall deposit full plans where he intends to carry out work which includes the erection of a building fronting on to a private street
- (4A) A person shall deposit full plans where he intends to carry out building work in relation to which paragraph H4 of Schedule 1 imposes a requirement.
- (5) A person who intends to carry out building work is not required to give a building notice or deposit full plans where the work consists only of work -
- described in Column 1 of the Table in Schedule 2A if the work is to be carried out by a person described in the corresponding entry in Column 2 of that Table, and paragraphs 1 and 2 of that Schedule have effect for the purposes of the descriptions in the Table; or
 - Described in Schedule 2B

NOTE 2 – Regulation 14 includes the following:-

- (1) Full plans shall be accompanied by a statement that they are deposited for the purpose of regulation 12(2)(b)
- (2) (a) Full plans shall be deposited in duplicate, of which the local authority may retain one copy; and
(b) Where Part B of Schedule 1 (fire safety) imposes a requirement in relation to proposed building work, an additional two copies of any such plans as demonstrate compliance with that requirement shall be deposited, both of which may be retained by the local authority.
- (3) Full plans shall consist of -
- a description of the proposed building work, renovation or replacement of a thermal element, change to the building's energy status or material change of use, and the plans, particulars and statements required by paragraphs (1) to (4) of regulation 13; and
 - Where paragraph H4 of Schedule 1 imposes a requirement, particulars of the precautions to be taken in building over a drain, sewer or disposal main to comply with the requirements of that paragraph; and
 - Any other plans which are necessary to show that the work would comply with these Regulations.
- (4) Full plans shall be accompanied by a statement as to whether the building is put or is intended to be put to a use which is a relevant use as defined by regulation 12(1)
- (5) Full plans may be accompanied by a request from the person carrying out building work that on completion of the work he wishes the local authority to issue a completion certificate in accordance with regulation 17.
- (6) Paragraph (2)(b) shall not require the deposit of additional copies of plans where the proposed building work relates to the erection, extension or material alteration of a dwelling-house or flat.

NOTE 3 – Regulation 15 includes the following:- Notice of commencement and completion of certain stages of work:

- (1) Subject to Paragraph (8), a person who proposes to carry out building work shall not commence that work unless-
- He has given the local authority notice that he intends to commence work; and
 - At least two days have elapsed since the end of the day on which he gave notice.
- (2) Subject to Paragraph (8), a person carrying out building work shall not-
- Cover up any excavation for a foundation, any foundation, any damp proof course or any concrete or other material laid over a site; or
 - Cover up in any way any drain or sewer to which these Regulations apply, unless he has given the local authority notice that he intends to commence that work, and at least one day has elapsed since the end of the day on which he gave the notice.
- (3) Subject to Paragraph (8), a person who has laid, haunched or covered any drain or sewer in respect of which Part H of Schedule 1 (drainage and waste disposal) imposes a requirement shall give notice to that effect to the local authority not more than five days after the completion of the work.
- (4) Subject to Paragraph (8), a person carrying out building work shall, not more than five days after that work has been completed, give the local authority notice to that effect
- (5) Where a building is erected, and that building (or any part of it) is to be occupied before completion, the person carrying out that work shall give the local authority at least five days notice before the building or any part of it is occupied.
- (8) Paragraphs (1) to (4) apply only to a person who is required by Regulation 12 to give a building notice or deposit full plans.
- (9) Paragraph (1) does not apply where regulation 12 (7) applies

N.B. You are reminded that permission maybe required under the Town & Country Planning Acts and that as owner, you may have responsibilities under the Party Wall Act 1996