

FULL PLANS SUBMISSION

The Building Act 1984
The Building Regulations 2010 (as amended)

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. PLEASE TYPE OR USE BLOCK CAPITALS.



BUILDING REGULATIONS PLAN NUMBER:



Building Control Services, Town hall, Royal Tunbridge Wells, Kent TN1 1RS
Tel: 01892 554124 or 01892 554116 E-mail: buildingcontrol@tunbridgewells.gov.uk

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

Name:

Address:

Postcode:

Tel:

E-mail:

2 Contractor/Builder details (if known)

Name:

Address:

Postcode:

Tel:

E-mail:

3 Agent's details *(if applicable)*

Name:

Address:

Postcode:

Tel:

E-mail:

Do you require a Completion Certificate? Yes No Do you require notification of inspections? Yes No

4 Location of building to which work relates

Address:

Postcode:

5 Proposed work

Description:

6 Use of building

1 If new building or extension please state proposed use:

2 If existing building state present use:

No. of Storeys:

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 4)

7 Conditions (see note 5) Do you consent to the plans being passed subject to conditions where appropriate?**Extension of time:** We plan to check your application within 15 working days of receipt. We always work towards approving applications, and agreeing to extend the decision period to 2 months gives more time to request and check any amended plans.**8 Charges** If you have received a fee quotation from us please indicate below. If you have not already received a fee quotation this will be calculated once we receive your application and we will contact you to advise you of the fee and to arrange payment.

	Net	Inc VAT Gross
Plan fee	£	£
Inspection fee	£	£

Where there is an inspection fee element this will be invoiced by email (where an e-mail address has been provided) following the first inspection of works, and payment will be the responsibility of the applicant (unless you have advised us otherwise).

9 If you would like to request a specific Inspecting Building Surveyor then please indicate in the relevant box.

Dave Wright

Glenn Cooper

Stephen Hursell

Steve Bolton

10 Completion certificate A completion certificate will be issued following satisfactory inspection and completion of the building work.**11 Additional information****Statement**

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 charge.

Name:

Date:

DD

MM

YYYY

Save and e-mail your form to bcr@tunbridgewells.gov.uk

Notes

1. The applicant is the person on whose behalf the work is being carried out, e.g. the building's owner who, unless instructed otherwise, will be invoiced after the 1st site inspection for any site inspection fee(s) due (see note 3).
 2. 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 exceptions a Full Plans Submission attracts charges payable by the person by whom or on whose behalf the work is to be carried out.
Charges are 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. The second charge 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.
 - 3.1 The appropriate charge and payment of VAT are dependent upon the type of work carried out. Further information on charges may be obtained from the Council on 01892 554124.
 - 3.2 VAT is not payable on Regularisation charges.
 - 3.3 Tunbridge Wells Borough Council: VAT Registration No: 210 9009 11 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.
 4. The regulatory Reform (Fire Safety) Order 2005 generally applies to all types of premises such as places of work, shops, institutional, assembly, industrial, residential (other than private dwellings/flats) and common spaces in flats and maisonettes. Where the Order applies the Local Authority will need to liaise with the Fire Authority and, therefore, a further two copies of the Fire Strategy/Mean of Escape plans will be required to be submitted. In addition, it is a requirement of the Building Regulations for the provision of sufficient fire safety information to enable the responsible person to carry out a risk assessment.
 5. 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. Conditions imposed must be discharged prior to work commencing.
 6. These notes are for general guidance only, particulars regarding the deposit of plans are contained in Regulation 14 of the Building Regulations 1991, and in respect of charges, in Tunbridge Wells Borough Council Building Control Charges Scheme.
 7. Persons carrying out building work must give notice of the commencement of the work at least two working days before the work commences.
 8. Persons proposing to carry out the building work or make a material change of use of a building or alter a listed building are reminded that separate 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 the Council on 01892 554124.
 10. It should be noted that the Council may revoke the application under Section 32 of the Building Act 1984, from three years after it is given to the local authority unless the work has been commenced before the expiry of that period.
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