

This form is to be filled in by the person who intends to carry out building work or his/her agent. If the form is unfamiliar please read the notes on the next page or consult the office indicated at the address below.

1	Applicant's Details (see note 1) Full Name: _____ E-mail: _____ Address: _____ Postcode: _____ Tel: _____ Fax: _____
2	Agent's Details, if applicable (see note 2) Name: _____ E-mail: _____ Address: _____ Postcode: _____ Tel: _____ Fax: _____
3	Location of building to which work relates (see notes 4 and 7) Address: _____ Postcode: _____ Tel: _____ Fax: _____
4	Proposed Work (see notes 4, 5 and 6) Description: Is the proposed work, or any part of it subject to a current LANTAC approval (see note 5)
5	Use of Building 1. If new build or extension 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 Fire Precaution Act 1971 (see note 6)?
6	Charges (for details of charges please see separate information sheets) 1. If schedule 1 work please state number of dwellings: under 300m ² : _____ Over 300m ² : _____ 2. If schedule 2 work please state floor area: _____ m ² 3. If schedule 3 work please state the estimated cost of work excluding VAT: £ _____ Plan Charge: £ _____ Plus VAT: £ _____ Total: £ _____
7	Has a planning application been submitted in respect of this work? If YES, please state application number: _____
8	Conditions (see note 7) Do you consent to the plans being passed subject to conditions where appropriate?
9	Statement This notice is given in relation to the building work as described, and is submitted in accordance with Regulation 11 (1)(b) and is accompanied by the appropriate plans and charge. <u>I understand that further charges may be payable following the first inspection by the Local Authority.</u> If necessary I agree to an extension of the prescribed period for the determination of the application up to a maximum of 2 months from the date of deposit. Name: _____ Date: _____ Signature: _____

Notes (Full Plans Applications)

1. The applicant is the person on whose behalf the work is being carried out, eg the building's owner.

2. One copy of this notice should be completed and submitted together with two copies of the plans and particulars 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 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 payment must accompany the deposit of plans and the second payment is payable after the first site inspection of work in progress. This 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.

Table 1 prescribes the plan and inspection charges payable for small domestic buildings. Table 2 prescribes the charges payable for small alterations and extensions and the addition of a small garage or carport. Table 3 prescribes the charges payable for all other cases.

The appropriate charge is dependent upon the type of work proposed. A Guidance Note on charges is available on request.

4. Premises currently designated for the purpose of the Fire Precautions Act 1971 are:

- Premises within the Fire Precautions (Hotels and Boarding Houses) Order 1972.

Premises within the Fire Precautions (Factories, Offices, Shops and Railway Premises) Order 1989.

A workplace defined in Regulation 17(3)(a) of the Fire Precautions (Workplace) Regulations 1997 for example any premises, not domestic premises, used for an employers business. There are exceptions.

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.

6. 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 charges, in the Building (Local Authority Charges) Regulations 1998.

7. Trees are a particular problem on clay soils and can influence foundation depths even from a distance. The plans should indicate the position and type of nearby trees even on land not part of the application site

If you are intending to carry out building work or make a material change of use of a building you may need Planning Permission. If you are uncertain you should contact the Borough Council's Planning Control Section at the Midland Grain Warehouse or telephone 01283 508606 for advice.

You can get further information and advice about the Building Regulations, from the Building Control Division at the Midland Grain Warehouse, by telephone on 01283 508609 or by e-mail to:- building.control@eaststaffsbc.gov.uk

For Official Use Only	Fee Checked By:	Sewer Checked By:
Date Received:	Validated By:	Date Valid:
Schedule: 1 2 3	Floor Area:	Estimated Cost:
Plan Submission Charge:	VAT:	Total:
Inspection Charge:	VAT:	Total:
P.A. Req'd? Yes / No	P.A. Received? Yes / No	Admin Daily Sheet Ref. No:
Receipt No:	Payee:	