

HERTFORDSHIRE

BUILDING CONTROL

Hertfordshire Building Control
Campus West Office
Welwyn Garden City
Hertfordshire AL8 6BX

01438879990
building.control@hertfordshirebc.co.uk
www.hertfordshirebc.co.uk

FULL PLANS SUBMISSION
The Building Act 1984
The Building Regulations 2010

This form is to be completed in full by the person (or agent) intending to carry out building work. If the form is unfamiliar, please read the notes on the reverse side or consult the office indicated above. Please type or use block capitals.

1	Applicant's details (see note 1)						
	Surname:		Forenames:		Title: (eg Mr/Mrs/Miss)		
	Name of Company or Partnership (if applicable) and Status eg Ltd/Plc:						
	Address:						
	Postcode:		Tel:		Email:		
2	Agent's details (if applicable)						
	Name:						
	Address:						
Postcode:		Tel:		Email:			
3	Location of building to which work relates						
	Address:				Postcode:		
4	Proposed Work						
	Description:						
	Is any part of the proposed work an LABC Registered Detail (note 9) or being dealt with by a Partner Authority YES/NO						
Details/Name of Partner Authority							
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 a workplace subject to provisions of the Regulatory Reform (Fire Safety) Order 2005 (see note 3).					
6	Conditions (see note 5)						
	Do you consent to the plans being passed subject to conditions where appropriate? YES/NO						
7	Relevant Period (see note 6)						
	Do you consent to the statutory period being extended to 2 months, if necessary? YES/NO						
8	Fees (see note 4 for fees for information)						
	State internal floor area in m ² of new building, extension or loft conversion						
	State estimated cost (excluding vat) of work in Alterations category						
	Has the charge been individually determined?				YES/NO		
	PLAN fee:	£	plus VAT:	£	Total:	£	
9	Are there, have there recently been, or are there likely to be, any trees, shrubs or hedges within 30 metres (100 ft) of any proposed foundations? YES/NO						
	(Details, eg type, distance, date removed or to be planted, shown on drawings)						
10	Statement:						
	This application is deposited in relation to the building work as described for the purpose of Regulation 12(2)(b) and is accompanied by the appropriate fee. I understand that further fees will be payable following the first inspection by the local authority.						
Name:		Signature:		Owner/Agent		Date:	



PLANNING APPLICATION REFERENCE No FOR SCHEME
(if known / applicable):

Notes

- 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 form should be completed and submitted with plans and particulars in accordance with the provisions of Building Regulation 14.
- 3 The Regulatory Reform (Fire Safety) Order Order 2005 applies to all premises that are 'workplaces'. It also applies to the common (shared) areas of residential buildings such as flats, hostels and care homes.

'Workplace' includes any premises or parts of premises, not being domestic premises, used for the purpose of an employer's undertaking and which are made available to an employee as a place of work.
- 4 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. Please be aware that work will not progress on your application unless applicable fees have been paid.

For information on fees relating to your project please phone our operations team on 01438 879990

Where the work is outside the standard categories listed we can promptly prepare you a quotation for an 'individually determined charge' on request. For this we will need to see design drawings for the scheme and a good level of detail on these can result in a reduced quotation as we are able to assess our potential costs more accurately. Legislation relating to fees is contained in the Building (Local Authority Charges) Regulations 2010
- 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 In the event that we are unable to approve the application within the statutory 5 week period as we are still waiting for the applicant to deal with unresolved issues, we would require their consent in accordance with Section 16(12) of the Building Act 1984, to the period being extended to a maximum of 2 months from date of deposit. This may avoid the need for us to issue a rejection notice.
- 7 We would remind you that the proposed work may also require permission under the Town and Country Planning Acts.
- 8 If you are planning to use an electrician who is not registered as a 'Competent Person' under government outlined Competent Person Scheme to install domestic electrical work under Part P of the Building Regulations there will be an additional fee to pay.
- 9 You can obtain further information and advice concerning the Building Regulations and Planning matters from our website at www.hertfordshirebc.co.uk
- 10 LABC Registered Details enable developers, architects and contractors to register to use existing design details to minimise the building control checking and approvals process.

This means that once a 'Registration' has been given through one local authority it will be recognised by all LABC surveyors in England & Wales.