



Craven

IN THE YORKSHIRE DALES

D I S T R I C T

Building Control Services

Craven District Council
1 Belle Vue Square
Broughton Road
SKIPTON
BD23 1FJ
Tel: 01756 706469

FULL PLANS SUBMISSION

The Building Act 1984
The Building Regulations 2010

Building Regulations
Plan Number:

This form is to be filled in by the person (or his/her agent) who intends 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 use block capitals.

1 Applicants details (see note 1)

Name: _____ Email: _____
Address: _____
Post Code: _____ Tel: _____ Fax: _____

2 Agents details (Please note: If an Agent is stated all main correspondence will be forwarded to them)

Name: _____ Email: _____
Address: _____
Post Code: _____ Tel: _____ Fax: _____

3 Location of building to which work relates

Address: _____
Postcode: _____

4 Proposed Work

Description: _____
Does the proposed work (if domestic) include electrical work (see note 5)? YES NO
THIS INFORMATION IS TO BE INCLUDED IN A FULL PLANS SUBMISSION

5 Use of building

1. If new building or extension please state proposed use: _____
2. If existing building state present use: _____
3. Will the building or any part of the building to be used as a holiday let or for bed and breakfast accommodation? (see note 6) YES NO

6 Conditions (see note 7)

Do you consent to the plans being passed subject to conditions where appropriate? YES NO

7 Fees (see separate Guidance Note on Fees for information)

1. If Schedule 1 work please state the total number of dwellings & types- Total: _____ No. of types: _____
2. If Schedule 2 work please state the total floor area: _____ m2
3. If Schedule 3 work please state the estimated cost of work excluding VAT: £ _____
Plan Fee: £ _____ plus VAT (at 20%): £ _____ Total: £ _____
Inspection Fee: £ _____ plus VAT (at 20%): £ _____ Total: £ _____

8 Completion Certificates (This can only be issued if the Local Authority are notified within 5 days of completion)

Do you require a completion certificate following satisfactory completion of the building work? YES NO

9 Additional Information (Private/Mains)		For Office Use Only
Means of Water Supply		Cat. of Works:
Mode of surface water drainage		Estimated Cost:
Mode of foul drainage		Area Officer:

10 Statement This notice is given in relation to the building work as described, is submitted in accordance with Regulation 11(1)(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: _____ Date: _____



Have you obtained Planning Permission? YES NO
If Yes, please give application no: _____

For office use only	
Date Paid	
Amount	
Receipt No.	



NOTES Please also refer to the 'Building Control Additional Information' sheet for details of the Public Register.

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

2. Two copies of this form and two **site location plans** 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 certain exceptions of Full Plans submission attracts fees payable by the person by whom or on whose behalf the work is to be carried out. Most fees are payable in two stages. This first fee must accompany the deposit of plans and the second fee is payable after the first site inspection of work in progress. The second fee is a single payment in respect of the relevant work to cover all site visits and consultations which may be necessary until it is satisfactorily completed.

Schedule 1 prescribes the plan and inspection fees payable for small domestic buildings. Schedule 2 prescribes the fees payable for small alterations and extensions to a dwelling home, and the addition of a small garage or carport. Schedule 3 prescribes the fees payable for all other work.

The appropriate fee is dependent upon the type of work proposed. Fee scales and methods of calculation are set out in the Guidance Notes on Fees which is available on request.

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.

5. Changes in the Building Regulations just announced by the Office of the Deputy Prime Minister (ODPM), mean that from the 1st January 2005, for the first time, electrical work carried out in 'dwellings' must be notified to the local Building Control Officer.

The notification must be made before work starts, unless it is to be carried out by a '**Competent Person**', who is on an **Approved Register** and who is capable of 'self certifying' their own work.

The changes to the Building Regulations are contained in an **Approved Document P**, which is called **Electrical Safety**, and compliance with it will be achieved, if the standard of the electrical work is such, that it complies with the '**Fundamental Requirements**' of **Chapter 13 of BS7671:2001**.

The requirements of Part 1 state: "Reasonable provision shall be made in the design, installation, inspection and testing of electrical installations in order to protect persons from fire and injury.

The requirements of Part 2 state: "Sufficient information shall be provided so that persons wishing to operate, maintain or alter an electrical installation can do so with reasonable safety".

6. Premises to which the Regulatory Reform (Fire Safety) Order 2005 applies, i.e.:

- All buildings other than single family dwelling house (single family dwelling houses are included if you have paying guests or anyone is employed in the house such as a cleaner or care worker);
- A workplace defined in Regulation 17(3) of the Fire Precautions (Workplace) Regulations 1997 i.e. any premises, not being domestic premises, used for an employers undertaking (N.B. there are exceptions).

7. Section 16 of the Building Act 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.

8. These notes are for general guidance only, particulars regarding the deposit of plans are contained in Regulation 14 of the Building Regulations 2000 and, in respect of fees, in the Building (Local Authority Charges) Regulations 2010.

9. Persons proposing to carry out building work or make a material change of use of a building are reminded that permission may be required under the Town and Country Planning Acts.

10. Further information and advice concerning the Building Regulations and planning matters may be obtained from your local authority.