



# FULL PLANS SUBMISSION

The Building Act 1984  
The Building Regulations 2010

Building Regulations Plan Number:
Receipt Number:

This form should be completed by the owner or the agent. PLEASE TYPE OR USE BLOCK CAPITALS.  
If the form is unfamiliar, please read the notes on the reverse or consult your local Building Control office.

\* must be completed

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

Title :\* Forename(s) :\* Surname :\*

Address :

Postcode : Tel : email :

**2 Agent's details** (if applicable)

Title :\* Forename(s) :\* Surname :\*

Company Name :

Address :

Postcode : Tel : email :

**3 Location of building to which work relates**

Address :

Postcode :

**4 Contractors/Builders details** (if known)

Full Name :

Company Name :

Address :

Postcode : Tel : Mobile :

email :

**5 Proposed Work**

Description :

Is the proposed work or any part of it subject to Partnering or a current LANTAC approval? YES  NO

**6 Use of Building**

1. If new building or extension please 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 Regulatory Reform (Fire Safety) Order 2005 YES  NO

**7 Conditions** (see note 7)

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

**8 Extension of time** (see note 13)

Do you consent to an extension of time? YES  NO

**9 Fees** (see Guidance Notes of Fees for information)

Please make cheques payable to Blackburn Office – Blackburn with Darwen Borough Council, Burnley Office – Burnley Borough Council.

Plan Fee (s) : £ \_\_\_\_\_

Plus VAT : £ \_\_\_\_\_

Total : £ \_\_\_\_\_

FOR OFFICIAL USE ONLY	
Plan Fee(s)	Inspection Fee(s)
VAT : £	£
Total : £	£
Fees Approved by :	

**10 Local Information Required** (where applicable)

Total floor area of any new building/extension : \_\_\_\_\_ m<sup>2</sup>

Estimated cost of work £ \_\_\_\_\_

Details of Water Supply \_\_\_\_\_

**11 Statement**

This notice is given in relation to the building work as described and is submitted in accordance with Regulation 12(1). and is accompanied by the appropriate fee. I understand that further fees will normally be payable

Name : \_\_\_\_\_ Signature : \_\_\_\_\_ Date : \_\_\_\_\_

## Notes

- 1 The applicant is the person on whose behalf the work is being carried out, e.g. the building's owner.
- 2 Two copies of this notice should be completed and submitted with plans and particulars in duplicate in accordance with the Regulation 14 of the Building Regulations.  
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 fees payable by the person by whom or on whose behalf the work is to be carried out. Fees are payable in two stages. The first fee must accompany the deposit of plans and the second fee is payable after the first site inspection of work in progress. This 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.  
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 and Water Industry Act 1991 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 LABC Services provides a Partner Authority Scheme and also National Type Approval for a range of building types, building systems and major building elements where they are used repeatedly. If this proposal is to use the Partnering scheme please answer YES and provide further details, including name of the Partner Authority, in section 8. If the work proposed or any part of it is subject to a LANTAC approval please answer YES and enclose a copy of the appropriate current certificate(s). If there is any variation in this proposal from that shown on the LANTAC type approval plans attention should be drawn to it in a covering letter. Further information on LANTAC schemes is available from your local Building Control Services office, LANTAC, Local Government House, Smith Square, London SW1 3HZ or LABC Services, address below.
- 6 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 should be deposited.
- 7 These notes are for general guidance only, particulars regarding the deposit of plans are contained in the Building Regulations and, in respect of fees, in the Building (Local Authority Charges) Regulations.
- 8 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.
- 9 Further information and advice concerning the Building Regulations and planning matters may be obtained from your local authority.
- 10 The Regulatory Reform (Fire Safety) Order 2005 applies to all buildings except dwellings occupied by a single person or by people living together as a family, or by not more than six residents living together as a single household.
- 11 Where existing underground services e.g. gas, electricity, water, telecoms are affected by the proposals, **the building owner or contractor must contact the relevant service provider to arrange for their diversion.**
- 12 The issue of the Building Regulation approval does not operate as an approval for the purpose of any other statutory provision e.g. Party Wall Act, Health & Safety at Works Act etc.
- 13 Your application will be processed as quickly as possible but, particularly where we have to consult with the Fire Authority, it may not be possible to give a decision within the required five weeks. You are asked therefore to agree to extend this period to two months.
- 14 The Full Plans application will be cancelled three years after submission to the local authority unless the work has been commenced before the expiry of that period.
- 15 **THE PARTY WALL ETC. ACT 1996**  
If you intend to carry out building work which involves:
  - work on an existing wall shared with another property
  - building on the boundary with a neighbouring property
  - excavating near a neighbouring buildingThe Party Wall Act may apply and you should notify all affected neighbours. Further information on Party Wall matters is available from the Department for Communities & Local Government website:  
[www.communities.gov.uk/publications/planningandbuilding/partywall](http://www.communities.gov.uk/publications/planningandbuilding/partywall)
- 16 **DATA PROTECTION ACT 1998**  
The information given on this form will be used for the purposes of the Building Regulation application and will be made available to other Council services to allow the authority to provide "joined up" service provision including enforcement. It will also be made available to other external organisations that have a statutory interest in the information, e.g. Valuation Office, Lancashire Fire and Rescue (if relevant), United Utilities, and any organisation appointed by the Council to assist in the Building Regulation process, e.g. external plan checkers, consultant engineers.  
This data is under the control of the Local Authority and if you wish to know what personal data is being held about you please contact: Information Governance Officer, Town Hall, Blackburn, BB1 7DY.  
Paper records will be held for a period of approximately 3 years from the date of deposit or submission, and then digitally scanned and the paper file destroyed (subject to a change in retention policy). Computer records will be kept for a minimum 15 years.

Pennine Lancs Building Control service is managed and controlled by Blackburn with Darwen and Burnley Borough Councils



**Blackburn Office:** Blackburn Enterprise Centre, Suite 11, Furthergate, Blackburn, BB1 3HQ  
Tel: (01254) 505022 Fax: (01254) 505023 email: bc@penninelancsplace.org www.penninelancsplace.org/buildingcontrol

**Burnley Office:** Parker Lane Offices, Burnley, BB11 2DT Tel: (01282) 477269  
email: buildingcontrol@burnley.gov.uk www.penninelancsplace.org/buildingcontrol

