

Full Plans Application

The Building Act 1984. The Building Regulations 2010

Two copies of this form are to be filled in by the owner or agent. Please use black ink. Please send the completed forms to the address above or email one to building.control@chelmsford.gov.uk with all the necessary information. Please read the notes for guidance before completing these forms.

1. Applicants Details

Title: _____ First Name: _____ Surname: _____

Address: _____

Postcode: _____

Phone: _____ Email: _____

Subsequent invoices should be sent to the applicant:

(Please ensure that name, address, phone and email are all provided.)

2. Agent Details (if applicable)

Title: _____ First Name: _____ Surname: _____

Address: _____

Postcode: _____

Phone: _____ Email: _____

Subsequent invoices should be sent to the agent:

(Please ensure that name, address, phone and email are all provided.)

3. Full Address of Building to which Work Relates

4. Charge accompanying this application: (Plan Charge)

There is now an additional method of paying some or all of this charge by invoice. Please note that as soon as the invoice is raised, the plan charge is deemed to have been paid so there is no delay.

Please indicate who this invoice should be sent to:

Applicant: Other: (Provide Details)

Agent:

Name: _____

Address: _____

Phone: _____ Email: _____

5. **Brief description of proposed building works**

6. **Use of Building**

1. If a new building or extension, what will it be used for?

1a. If new dwellings are being erected, please indicate the number of dwellings for each category:

Private Enterprise		Social Landlord		Local Authority	
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2. If not a new building, what is it used for now? _____

2a. How many storeys does the current building have? _____

7. **Conditions**

	Yes	No
Do you consent to the plans being passed subject to conditions where appropriate?	<input type="checkbox"/>	<input type="checkbox"/>
Do you consent to an extension of the statutory time limit by 3 weeks if necessary?	<input type="checkbox"/>	<input type="checkbox"/>

8. **Charges** (see guidance note on Charges for more information)

Estimated cost of works or code (if applicable): £ _____

Full Plans Charge: £ _____ + VAT: £ _____ = Total: £ _____

9. **Electrical Work**

	Yes	No
If the works include the carrying out of controlled electrical work in a dwelling house, flat or associated gardens and outbuildings, are you using an installer who is registered with a relevant competent persons scheme? Please note that where a registered electrical installer is not being used, a supplementary building control charge may be payable (see Building Control Charges sheet).	<input type="checkbox"/>	<input type="checkbox"/>

10. **Additional Information**

	Yes	No
1. Are there any trees on/adjacent to the site? (if yes, please show on plan)	<input type="checkbox"/>	<input type="checkbox"/>
2. Has a planning application been submitted for these proposals?	<input type="checkbox"/>	<input type="checkbox"/>

11. **Statement**

The Full Plans that accompany this are deposited in accordance with regulation 12(2)(b) together with the appropriate charge. I understand that a further charge will be payable following the first inspection by the local authority.

Signature: _____ Name: _____ Date: ___/___/___

Data Protection Declaration

Chelmsford City Council is a Data Controller for the purposes of data protection legislation. All personal information is held and processed in accordance with this. Please refer to our Privacy Notices published on our website at <https://www.chelmsford.gov.uk/privacy> for details. Please contact us if you need the privacy notice in an alternative format.

Notes For Guidance

1. Every Building Regulations Full Plans application must include two completed copies of the Full Plans forms accompanied by two sets of plans and particulars.
2. Plans and particulars must be produced in metric units, and include the following:
 - 2.1. Block Plan to a scale of not less than 1:1,250 showing:
 - 2.1.1. The size and position of the building, or the building as extended, and its relationship to adjoining boundaries.
 - 2.1.2. The boundaries of the curtilage of the building, or the building as extended, and the size, position and use of every other building or proposed building within that curtilage.
 - 2.1.3. The width and position of any street on or within the boundaries of the curtilage of the building or the building as extended.
 - 2.2. Plan and elevation views of existing and proposed work.
 - 2.3. Vertical section through building showing constructional details.
 - 2.4. The provision made for the drainage of the building or extension.
 - 2.5. A specification and other information detailing how compliance with the regulations will be achieved.
3. Where Part B of Schedule 1 (Fire Safety) imposes a requirement in relation to the proposed work, an additional one copy of the Fire Safety Plans must be deposited. It is a requirement of the regulations that the Full Plans applications shall be accompanied by a statement as to whether the building is a building in relation to which the Regulatory Reform (Fire Safety) Order 2005 applies, or will apply after the completion of the building work.
4. A charge is usually payable for the submission of Full Plans; this charge covers both the plan stage and the inspection stage of works. It may be paid in full with the submission, or split into a plan charge and an inspection charge (if the latter, the inspection charge is payable immediately following the first inspection of work.). A guidance note on charges is available on request.
 - 4.1. Certain works solely to provide access and facilities for a person with a disability are exempt from charges. Please see the guidance note on charges for further information.
5. Section 16 of the Building Act 1984 provides for the passing of plans subject to conditions. These 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 2010 and in respect of charges, in the Building Regulations (Local Authority Charges) Regulations 2010 and the Chelmsford City Council Scheme for the recovery of Building Regulation Charges.
7. Further information and advice can be obtained from Building Control website (www.chelmsford.gov.uk/buildingcontrol), by telephoning 01245 606431, or by writing in to Building Control, PO Box 7544, Civic Centre, Duke Street, Chelmsford, Essex, CM1 1XP.
8. Persons proposing to carry out building work or make a material change of use to a building are reminded that permission may also be required under the Town & Country Planning Acts. For further information, please contact Planning and Development Management on 01245 606431 or visit www.chelmsford.gov.uk/planning.
9. Private Sewer Transfer: It is strongly recommended that prior to making a Building Regulations application with proposed work involving building over or within 3 meters of a private sewer, Anglian Water is contacted on 0845 0265232 or via their website, www.anglianwater.co.uk.