

# FULL PLANS SUBMISSION

PLEASE READ NOTES OVERLEAF BEFORE  
COMPLETING THIS FORM



CERT. No. 94/3825



**BRENTWOOD  
BOROUGH COUNCIL**

## Building Control Services

This form is to be filled in by the person who intends to carry out building work or agent. If the form is unfamiliar please read the notes overleaf or consult Building Control Services. Please use block capitals. If you wish to complete this form online, please use the "Print" button at the end of the form, then sign and return to: Town Hall, Ingrave Road, Brentwood, Essex CM15 8AY.

### 1 Applicant's Details (see note 1)

Name: \_\_\_\_\_

Address: \_\_\_\_\_

\_\_\_\_\_ Postcode: \_\_\_\_\_

Tel: \_\_\_\_\_ E-mail: \_\_\_\_\_

### 2 Agent's Details (if applicable)

Name: \_\_\_\_\_

Address: \_\_\_\_\_

\_\_\_\_\_ Postcode: \_\_\_\_\_

Tel: \_\_\_\_\_ E-mail: \_\_\_\_\_

### 3 Location of building to which work relates

Address: \_\_\_\_\_

\_\_\_\_\_ Postcode: \_\_\_\_\_

### 4 Proposed Work

Description: \_\_\_\_\_

Date of commencement (if known): \_\_\_\_\_

### 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 to be put, or intended, to be put to a use to which the Regulatory Reform (Fire Safety) Order 2005 applies (see note 5)? \_\_\_\_\_

YES/NO

### 6 Conditions (see note 4)

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

### 7 Charges (see Charges Guidance Notes)

Charge enclosed £ \_\_\_\_\_ Estimated Costs of Works £ \_\_\_\_\_

### 8 Statutory period

Do you agree to an extension to two months of the five week period in which a decision must be given?

YES/NO

### 9 Completion certificate

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

### 10 Statement

This notice is given in relation to the building work as described and is submitted in accordance with Regulation 12 (2A(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 \_\_\_\_\_

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## 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 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 normally payable in two stages. The first payment accompanies the deposit of plans and the second is a single payment is to cover all site visits and consultations which may be necessary until the work is satisfactorily completed.

The charge payable and methods of calculation are set out in the Charges Guidance Notes together with details of how you may pay by instalments. **Cheques to be made payable to Brentwood Borough Council.**

4. 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 (see point 6 over).

5. The Regulatory Reform (Fire Safety) Order 2005 applies to most premises except domestic premises. "Domestic premises" means premises occupied as a private dwelling (including any garden, yard, garage, outhouse, or other appurtenance of such premises which is not used in common by the occupants of more than one such dwelling).

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

7. Further information and advice concerning Building Regulations can be obtained from **Building Control Services**.

We will use your information to provide the service requested. We may share your personal data between our services and with partner organisations such as government bodies and the police. We will do so when it is of benefit to you, or required by law, or to prevent or detect fraud. To find out more, go to [www.brentwood.gov.uk/privacy](http://www.brentwood.gov.uk/privacy)

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