



The Building Regulations 2010 Building Act 1984

Full Plans

To find out how we will use the information you provide please see our Privacy Notices at:

<https://www.arun.gov.uk/buildingcontrol-privacy-statement>

Plan no:

Date received:

Owner applicant (in block capitals)

Name:
 Address:

 Post code:
 Tel. no:
 Email:

Agent (if any) to whom correspondence should be sent (in block capitals)

Name:
 Address:

 Post code:
 Tel. no:
 Email:

NOTICE of intention to erect, extend or alter a building, execute works/install fittings or make material change. I/We hereby give notice of intention to carry out work set out herein in accordance with Regulation 12 (2)(b) and deposit the attached plans and particulars as required by Regulation 14. It is accompanied by the appropriate charge. I/We understand that further charges will normally be payable following the first inspection by the local authority. I also understand that a supplementary charge may be payable if the work undertaken by Arun District Council exceeds the amount of work quoted in the originally determined charge.

Signed: Date:.....

1. Address or location of proposed work	
2. Description of proposed work	
3. Full Plans shall be accompanied by a statement as to whether the building is put or is intended to be put to a use where the Fire Safety Order applies (see Note 2 overleaf)	
4. (a) Purpose for which the building/ extension will be used (b) If existing building state present use	
5. (a) number of storeys (b) mode of drainage (i) foul (ii) surface (c) building over sewer (d) water supply	
6. Charge estimate of cost of work £..... Plan Charge (incl. VAT) £..... A written estimate exclusive of VAT must be enclosed for work categories B19-B23 and Table C2 work (see Charges Schedule). Name and address of person to whom inspection charge invoice to be sent:	
7. Will the electrical installation work be designed, constructed, inspected and tested in accordance with British Standard 7671, or will it be undertaken by an electrician registered with a Competent Persons Scheme? Yes <input type="checkbox"/> No <input type="checkbox"/> If no, then please refer to the additional charge (see Charges Schedule) that will be raised on commencement of the works.	
8. Do you agree to a conditional or stage approval if necessary? Yes <input type="checkbox"/> No <input type="checkbox"/>	
9. Do you agree to an extension of time if this becomes appropriate? Yes <input type="checkbox"/> No <input type="checkbox"/>	
10. Do you require a completion Certificate? (in accordance with Reg. 14 (5) - see over) Yes <input type="checkbox"/> No <input type="checkbox"/>	

Depositing Full Plans - Guidance Notes and further details required

1. This form must be completed **in duplicate** and accompanied by **two** copies each of the undermentioned plans and particulars **together with such other plans and specifications**, as are necessary to show that any work to be carried out complies with the Building Regulations. Where Part B (Fire Safety) imposes a requirement in relation to proposed building work, a **further two** copies of any such plans as demonstrate compliance with those requirements shall be deposited.
2. The Regulatory Reform (Fire Safety) Order 2005 reforms the law relating to fire safety in non-domestic premises. Specifically it replaces fire certification under the Fire Precautions Act 1971 with a general duty to take such fire precautions as may be reasonably required to ensure that premises are safe for the occupants and those in the immediate vicinity and a general duty to carry out risk assessment.

Premises where the Fire Safety Order applies:

- All non domestic buildings
- Common parts of apartment buildings
- Shared parts of houses in multiple occupation

Notes: Some exclusions apply such as certain mines, vehicles and land forming part of an agricultural or forestry undertaking.

3. The Plans must include

A. A block Plan which gives (scale not less than 1/1250)

- (a) The size and position of the building and its relationship to adjoining buildings;
- (b) The boundaries of the property and the position and size of every other building and of every garden, yard, and other open space within such boundaries.
- (c) The position and width of every street adjoining the property.
- (d) The position of the installation.

- (e) The lines of drainage, the size, depth and inclination of the drains and the means of access and ventilation thereto.
- (f) The position and level of the outfall of the drains.
- (g) Where the drainage is intended to be connected to a sewer, the position of the sewer.

B. A key Plan sufficient to identify the site. (Scale not less than 1/2500) show North points.

C. A plan of every floor and roof of the building, and a section of every storey on which is indicated sufficient to show the work complies with the Regulations:-

- (a) The **precise** location of the boundaries of the property in relation to the proposal.
- (b) The levels of the site of the building and the lowest floor level of the building in relation to adjoining streets.
- (c) The position, dimensions, and form of the foundations, walls, floors, windows, chimneys and roof and other various parts of the building.
- (d) The position of the damp proof course and other moisture barriers.
- (e) The use of every room within the building.
- (f) The provision made in the structure for protection against fire and insulation against the transmission of heat and sound.

Please check all other legislative requirements that may have effect.

Persons who propose work are reminded that planning permission could well be required.

Full Plans Submission may result in the issue of a completion certificate where work accords with Regulation 17 and a request is made under Regulation 14 (5).