

General notes on completing the application form

- Please ensure that you tick the correct box at the top of the form to tell us if you are submitting a Full Plans application or a Building Notice application.
 - Building Notice applications can generally only be accepted for work involving the erection, alteration or extension of dwellings, and providing no new building or extension would be over or within 3m of a sewer. For any other type of work, please contact us before sending in a Building Notice to confirm that a Full Plans application will not be needed.
 - If you are unsure which type of application to use, please ask for a copy of our guidance note which explains both the benefits and the drawbacks of each, so that you can make an informed choice.
- Q 1 The applicant is the person, company or body on whose behalf the work is being carried out. This will normally be the owner of the building.
- Q 4 LABC services provides both a Partner Authority Scheme and a National Type Approval Scheme for a range of building types, building systems and major building elements. If this proposal is made under the Partner Authority Scheme, please tick the “yes” box and provide further details, including the name of the Partner Authority, in section 7. If the work proposed (or any part of it) is the subject of a LANTAC approval please tick the “yes” box 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 the changes in section 7, or in a covering letter.
- Q 5 The Regulatory Reform (Fire Safety) Order 2005 applies to most premises except domestic premises. “Domestic premises” means premises occupied as a single private dwelling (including any garden, yard, garage, outhouse, or other such premises which is not used in common by the occupants of more than one such dwelling). Note that if you answer “yes” to this question, you will normally need to make a Full Plans application. If you are in any doubt, please contact us for advice.
- Q 6 All applications must be accompanied by either a Building Notice charge or Plan charge depending on which type of application is made. You can find the amount required from our Guidance Note on charges, copies of which are available on request.

When completing section 1 on the rear of the form please note that -

- a) By law, a decision on Full Plans Applications must be given within five weeks. As this may not give you adequate time to respond if we have to request amendments or clarifications, you may wish to extend this period up to a maximum of two months by ticking this box. Applications are checked by us strictly in order of receipt, so agreeing to this option will not in any way delay the progress of your application.
- b) Where minor problems are found with the plans, they can sometimes still be approved with the problems dealt with as conditions attached to the approval. If you would be prepared to accept a conditional approval, please indicate this by ticking the “yes” box.
- c) When works start on Full Plans applications, an inspection charge normally becomes payable following the first inspection. Please indicate here who will be responsible for paying the inspection charge so that we can address the invoice correctly.

To help us process your application as quickly as possible, please read the information overleaf and use the checklist to ensure that you send in everything needed.

If you are making a Building Notice Application

1. Your Building Notice application must be submitted a minimum of two working days before you intend to commence work
2. You will need to send -
 - ❑ One copy of the completed application form (with the "Building Notice" box ticked and section 9 signed)
 - ❑ The appropriate Building Notice charge. Please refer to our separate charges guidance note to find out what that will be.
 - ❑ Where the proposed work includes a new building or extension, you must also send a site plan to a scale of not less than 1:1250 (1:500 is recommended). The site plan must clearly show -
 - (a) The size and position of the existing building (and any extensions proposed) in relation to the property boundary.
 - (b) The position and use of any other buildings within the property boundary.
 - (c) The position and width of any adjacent streets.
 - (d) The provision made for foul and surface water drainage.

After we receive your application, we may need to request additional information or plans of particular construction details, but nothing more need be sent at this stage

3. Please remember that even if you submit additional construction plans or information with your Building Notice, they will not be checked by the Building Control Officer in the same way that a Full Plans application would be. We strongly recommend that you do not use a Building Notice application unless you are satisfied that you already have the knowledge and experience to carry out the works in accordance with the Building Regulations. If you are in any doubt, it may be preferable for you to make a Full Plans application instead, as this will give you the additional security of knowing your plans have been thoroughly checked by us in advance.

If you are making a Full Plans application

1. You will need to send -
 - ❑ One copy of the completed application form (with the "Full Plans application" box ticked and section 8 signed)
 - ❑ The "Plan Charge" appropriate for the work covered by the application. Please refer to our separate charges guidance note to find out what the charge will be.
 - ❑ Two copies of each drawing, specification etc, showing clearly the work you intend to carry out, and how you will meet the requirements of the Regulations.
 - ❑ Two copies of a site plan to a scale of not less than 1:1250 (1:500 is recommended). The site plan must clearly show -
 - a) The size and position of the existing building (and any extensions proposed) in relation to the property boundary.
 - b) The position and use of any other buildings within the property boundary.
 - c) The position and width of any adjacent streets.
 - d) The provision made for foul and surface water drainage.
 - ❑ If your proposed works will involve building over drains or sewers, details of the precautions you intend to take to protect the drain or sewer.
 - ❑ For all non-domestic works, please also include an extra two copies of any drawings which show how you intend to meet the fire safety requirements of the regulations.

In both cases, please remember that your work may also require Planning Consent (which must be applied for separately). If you are not sure if Planning consent is needed for the work you propose to carry out, please contact us for advice.