

# FULL PLANS APPLICATION

The Building Act 1984

The Building Regulations 2010

This form is to be completed by the person(s) intending to carry out building work or their agent.

Application Reference Number:  
(Office use only)

Kettering Borough Council is committed to protecting your privacy when using our services. Before completing this form, please read our Privacy Notice at [www.kettering.gov.uk/privacynoticebuildingcontrol](http://www.kettering.gov.uk/privacynoticebuildingcontrol) which tells you how we use your information, who we may share it with and why. It also details what you can do if you have any concerns and how to request the information we hold about you.

## 1 Applicant Details (see note 1)

Name:

Address:

Postcode:

Tel:

Email:

## 2 Agent Details (if applicable)

Name:

Address:

Postcode:

Tel:

Email:

## 3 Location to which work relates

Address:

Postcode:

## 4 Proposed Work

Description:

## 5 Use of Building

State Present Use:

State Proposed Use:

Please indicate if the building will be subject to provisions of the  
Regulatory Reform (Fire Safety) Order 2005 (see note 5)

YES

NO

## 6 Domestic Electrical Works

Indicate whether you intend to use a registered Part P electrical installer

YES

NO

(If NO, arrangements should be made for inspection and test by a competent electrician)

## 7 Extension of Time and Conditions (see note 4)

Do you consent to an extension of time

YES

NO

Do you consent to the plans being passed subject to conditions where appropriate

YES

NO

## 8 Fees Please call 01536 534250 for a hassle-free, quick and easy quote

Plan Fee £

Inspection Fee £

TOTAL £

excl VAT

## 9 Full Plans Application Statement

This notice is given in relation to the building work as described, and is submitted in accordance with Regulation 12(2)(b) and is accompanied by the appropriate fee.

Name:

Signature:

Date:

For assistance please call the Building Control team direct on 01536 534250

## NOTES

### 1 What should be submitted to the Local Authority before commencing work

Before you undertake any work, you, or your agent (*i.e* builder, architect etc.) must advise the Local Authority either by submitting Full Plans for approval or through a Building Notice

### 2 The Building Regulations Application

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.

Persons proposing to carry out building work, or make a material change of use of a building, are reminded that permissions may be required under Town & Country Planning Acts. Telephone 01536 534316

A completion certificate will be provided following satisfactory completion of the building work

A Building Notice/Full Plans application shall cease to have effect from 3 years after the acceptance/approval date by the Local Authority unless the work has commenced before the expiry of that period.

### 3 The Full Plans Application

Full Plans should contain relevant detail as listed for a building notice together with all other plans to show that any work to be carried out complies with these Regulations and The Building Act 1984. If you submit Full Plans the Local Authority will examine them and advise you of any necessary changes that are required to meet the Building Regulations. When considered satisfactory, a formal decision will be issued together with a copy of the approved plan and any relevant documentation and information on how to arrange for inspection of the work.

Two copies of plans should be sent with this application. If the Fire Authority is to be consulted four copies should be provided.

### 4 Extension of Time and Conditions

Your application will be processed as quickly as possible, 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.

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.

### 5 Regulatory Reform (Fire Safety) Order

The Regulatory Reform (Fire Safety) Order 2005 applies to all premises that are "workplaces" and imposes a duty on the responsible person to comply with its requirements.

Workplace includes any premises or parts of premises, not being domestic premises, used for the purposes of an employer's undertaking and which are made available to an employee as a place of work.

### 6 Electrical Work

Electrical work carried out in 'dwellings' must be notified to the Local Building Control Body. The notification must be made before the work starts, unless it is to be carried out by a competent person who is on an Approved Register and who is capable of self-certifying their own work.

### 7 Fee Quote

The factors taken into account in determining this Building Regulation fee quotation are those set out in The Building (Local Authority Charges) Regulations 2010 Section 7(5), and based solely on the information provided by the customer at the time of quotation. This quotation may be subject to amendment if there are any significant inaccuracies in the information provided to us to determine this quote.

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### The Building Regulations Charges

The Building Regulations Charges for Full Plans applications are split into the Plan Charge and Inspection Charge.

All charges are subject to VAT at the appropriate rate.

**Plan Charge** - must be paid on the deposit of the plans with the Council.

**Inspection Charges** - will be payable after the first inspection has been undertaken. In most cases this charge is only paid once and will cover multiple inspections.

When the inspection charge becomes due we will contact you to let you know and arrange payment.