

FULL PLAN SUBMISSION (BR1/5)



Building Control Partnership

THE BUILDING REGULATIONS 2010 as amended
THE BUILDING ACT 1984

Place, Growth and Prosperity
North Staffordshire Building Control
Partnership
Civic Centre, Glebe Street,
Stoke-on-Trent, ST4 1HH.
Telephone : 01782 232459 or 238685
Email: bas@stoke.gov.uk
Web: stoke.gov.uk/buildingregulations

Plan number:

Please use type or BLOCK capitals and submit one copy of this form together with two copies of all plans (or one copy if sending by email)

You should find out whether your proposal needs separate planning permission - Council employees are not allowed to prepare for submission any part of a Building Regulations, or Application to this Authority.

Please make all cheques payable to Stoke-on-Trent City Council

Applicants details

Name:	Telephone:
Address:	
Postcode:	Email:

Agents details (if applicable)

Name:	Telephone:
Address:	
Postcode:	Email:

Location of Building to which works relates

Address:	
Postcode:	Telephone:

Description of proposed work(s)

Has an application for Planning permission been submitted? Yes No (if Yes please give ref.) _____

Use of building

1. If new building or extension please state present use: _____
2. If existing building please state present use: _____

Fees A fee must be submitted with this form. (See scale of Building Regulations

Total floor area of new works/extension _____ m² (measured internally)

Estimated cost of works £ _____ **TOTAL FEE £** _____

Conditions

Do you consent to the plans being passed subject to conditions where appropriate? Yes No

Statement

Normally a decision on your application will be given within a maximum of 5 weeks. However in some circumstances this period may be extended to two months subject to the agreement of the applicant. Is this acceptable? Yes No

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 charge. I understand that a further fee will be payable following the first inspection by the local authority.

Name _____ Date _____

Guidance notes:

- Complete and submit one copy of this form along with two copies of plans and particulars to follow the provisions of Building Regulation 14. A location plan must be submitted with all applications.
- The person who the work is for, must pay the charge for a Full Plans Submission (subject to certain exceptions). This is payable in two stages – the first charge must be with your plans. The second is a single payment to cover all site visits and consultations until the work is finished and we are happy with it.
- Charges are based on the type of work that you propose. See our scale of charges leaflet.
- If you own or occupy a premises, you are entitled to have your private drains and sewers connected to the public sewers where available. You must give Severn Trent Water Authority 21 days notice of this. Special arrangements apply to trade effluent discharge.
- Section 16 of the Building Act 1984 provides for the passing of plans subject to conditions. The conditions may list changes that need to be made to the original plans, and/or ask that you submit more plans.
- These notes are for general guidance only. For more details information please see:
 - * Regulation 14 of the Building Regulations 2010.
 - * Building (Local Authority Charges) Regulations 2010
- If you want to carry out work or make a material change to the use of a building you may need permission under the Town and Country Planning Acts.
- You are responsible for making sure that you fulfil any duties you may have under The Party Wall etc. Act. You must give adjoining owners notice of your proposals to carry out work and get their written consent in accordance with the Act. Seek professional advice if you are not sure about this.
- Please note if you decide to sell your property at a later date, it is now a requirement for you to produce a completion certificate to the person wishing to buy the property.
- For more information and advice concerning Building Regulations please contact us. Our details are listed overleaf.



Office use only

Date stamp here:

Officer:

Area:

Inspection fee: £.....