

# Full Plans Submission

The 1984 Building Act  
The Building Regulations 2000 (as amended)



**Please read** the notes that accompany this form before filling it in. If you need more help to fill in the form please contact us. Our address and telephone number are at the bottom of the form.

## 1 Applicant's details (see note 2)

Name: \_\_\_\_\_ Address: \_\_\_\_\_ Postcode: \_\_\_\_\_  
Phone: \_\_\_\_\_ Fax: \_\_\_\_\_ Email: \_\_\_\_\_

## 2 Agent's details (if agent is handling the work)

Name: \_\_\_\_\_ Address: \_\_\_\_\_ Postcode: \_\_\_\_\_  
Phone: \_\_\_\_\_ Fax: \_\_\_\_\_ Email: \_\_\_\_\_

## 3 Give the address where the building work is to be carried out

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

## 4 Give details of the work to be carried out

\_\_\_\_\_

## 5 Use of building

1. If a new building or extension, what will it be used for? \_\_\_\_\_
2. If not a new building, what is it used for now? \_\_\_\_\_
3. Is the building being put to a relevant use? (see note 3) Yes  No  *Please tick box*

## 6 Charges (see note 4 and separate guidance note on charges)

1. If Table 1 work, please give the number of dwellings: \_\_\_\_\_  
Please give the number of different types of dwellings: \_\_\_\_\_
2. If Table 2 work, please give the floor area: \_\_\_\_\_ m<sup>2</sup>
3. If Table 3 work, please give the estimated cost of the work, not including VAT: £ \_\_\_\_\_  
Full Plan charge: £ \_\_\_\_\_ VAT: £ \_\_\_\_\_ TOTAL: £ \_\_\_\_\_

***If paying by cheque please make it payable to CNC Building Control***

Have you received a quotation from CNC? Yes  No

## 7 Planning Application No.

Please give reference number:

**IMPORTANT - This form is for Building Regulation applications only. You may need other approvals before you start building works e.g. TOWN PLANNING PERMISSION. You are advised to consult the appropriate department**

## 8 Declaration

I enclose the appropriate fee for this application, which is being made under Regulation 12(2)(b).

**I understand that I may have to pay another fee after the council has made the first inspection.**

- I agree to the council exercising the option to approve the application with conditions if considered appropriate. Section 16 of The Building Act 1984. **(Please delete if not required).**
- I agree to an extension of time for the consideration of this application in order to allow negotiations to take place prior to a formal decision being issued, such extension to terminate two months from the date of the deposited plans.
- **(Please delete if not required).**

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

Signature: \_\_\_\_\_

Date: \_\_\_\_\_



Thorpe Lodge, 1 Yarmouth Road, Norwich NR7 0DU  
T: 01603 430100 F: 01603 430541  
E: enquiries@cncbuildingcontrol.gov.uk  
W: cncbuildingcontrol.gov.uk



A partnership of professionals

# Notes

1. This form must be filled in by the person who is going to carry out the building work, or by their agent. **Please Note:** for residential applications you need only submit 'one' copy of the plans. In all other situations you need to submit 'three' copies of the plans.
2. The applicant is the person for whom the work is being carried out, for example the owner of the building.
3. "Relevant use" means a workplace to which Part II of the Fire Precautions (Workplace) Regulations 1997 applies or under the 1971 Fire Precaution Act.  
If the building is going to be used as:  
(a) a factory (b) an office (c) a shop (d) a railway; or (e) an hotel or boarding house; you must answer 'yes' to Part 5 (3) of the application form.
4. Full Plans submission fees are payable in two stages, the first payment (Plan Fee) is payable when you submit the application. The second payment (inspection fee) will be invoiced direct to the applicant (unless advised otherwise), this covers all site visits and consultations which maybe necessary until the Council is satisfied the work has been properly finished. **Please Note:** payment is required within 28 days from the date of the invoice irrespective of the number of subsequent inspection visit that is required for your application.

## Payment methods:

By cheque, **made payable to CNC Building Control**, credit / debit card, by telephone 01603 430100 or personally visiting our CNC Office at Thorpe Lodge.

**Table 1** sets out the plan and inspection charges for small domestic buildings.

**Table 2** sets out the charges for a small domestic buildings and extensions to a home. It also sets out the charges for adding a small garage or carport onto a home.

**Table 3** sets out the charges for all other works.

5. The charge depends on the work to be carried out. The scale of charges and the methods used to work them out are set out in the guidance notes of the 'Building Regulations Charges Scheme'. Please contact us if you would like a copy of these. 'The Building (Local Authority Charges) Regulations 1988' and the 'Building Regulations Charges Scheme' give more details about the rules for charges.
6. A "dwelling" means a home and includes a detached, semi-detached or terraced house and flat or maisonette.
7. Under Section 16 of the 1984 Building Act, the plans may be passed if certain conditions are met. For example, changes may have to be made to the plans or the council may ask to see more plans.
8. These notes are for general guidance only. Regulation 14 of The Building Regulation 2000 (as amended) gives more details about the rules on plans.
9. Under Regulation 17, we will give you a completion certificate when we have had a notice of occupation or completion. The terms of the regulations must be met before we can give you this certificate.

**If you would like more information and advice on the Building Regulations or would like a large print copy of this form, please contact us on 01603 430100 or email: [enquiries@cncbuildingcontrol.gov.uk](mailto:enquiries@cncbuildingcontrol.gov.uk)**

A partnership of professionals

