

# Full Plans Submission

The 1984 Building Act  
The Building Regulations

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 on the back of the form.

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

Name : \_\_\_\_\_ Address : \_\_\_\_\_ Post Code : \_\_\_\_\_  
Phone : \_\_\_\_\_ E-mail : \_\_\_\_\_

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

Name : \_\_\_\_\_ Address : \_\_\_\_\_ Post Code : \_\_\_\_\_  
Phone : \_\_\_\_\_ E-mail : \_\_\_\_\_

## 3 Address where the building work is to be carried out

Address \_\_\_\_\_

## 4 Give brief description of the work to be carried out :

## 5 Use of Building : (see note 2)

Domestic ☐ Or Non Domestic ☐  
Use of Building \_\_\_\_\_

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

1. Table & category used for calculations (from charges sheet) Table :  Category:   
2. For new dwellings Number of dwelling  Number of House Types   
3. For extensions & new buildings m<sup>2</sup>   
4. Estimated Construction Costs \* £   
5. Estimated Construction Period  months

\* Estimated costs means an amount that would be charged (excluding vat) by a person in business to carry out the work and not a DIY estimate. **Please note** : We reserve the right to challenge any estimate that we do not consider appropriate, we may request a detailed builders estimate, where deemed necessary.

**Full Plans Charge** £  Vat £  Total £

6. Quotation Reference (If you have received one) Ref

## 7. Invoice details for inspections

(tick as appropriate)

Applicant

Other\*

Agent

\*If other give details below

Invoice details for other .....

**Please contact Applicant/Agent/Other (delete as applicable) for card payment for Plan charges**

## 7 Planning Application Number

(Please give reference number)

**IMPORTANT – This form is for Building Regulations applications only. You may need other approvals before you start building works eg. 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 : \_\_\_\_\_

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# Notes:

1. This form must be filled in by the person who is going to carry out the building work, or by their agent. The applicant is the person for whom the work is being carried out, for example the owner of the building.
2. Non-domestic buildings are subject to the Regulatory Reform (Fire Safety) Order 2005. 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 tick the Non- Domestic box.
3. 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 we are advised otherwise) on commencement of the work.

**You can pay by cheque (made payable to CNC Building Control), or by credit/debit card by calling 0808 168 5041.**

4. 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 2010' and the 'Building Regulations Charges Scheme' give more details about the rules for charges.
5. A "dwelling" means a home and includes a detached, semi-detached or terraced house and flat or maisonette.
6. 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.
7. These notes are for general guidance only. Regulation 14 of The Building Regulations 2010 gives more details about the rules on plans.
8. 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.

Submit your completed application:

**By email to:** [applications@cncbuildingcontrol.gov.uk](mailto:applications@cncbuildingcontrol.gov.uk)

**By Post to:** **CNC Building Control, PO Box 1370, Norwich, NR15 2GX**

**Alternatively, you can submit your application at [www.cncbuildingcontrol.gov.uk](http://www.cncbuildingcontrol.gov.uk) – Make an application**

If you would like more information and advice on the Building Regulations, please contact us:

**By email on:** [enquiries@cncbuildingcontrol.gov.uk](mailto:enquiries@cncbuildingcontrol.gov.uk)

## How we will use your information

We lawfully process your personal data in our official capacity as a public body. Your personal details are required for the purposes of administering compliance with the Building Regulations, but any information relating to this application may be used by the Partnership Councils (ie South Norfolk District Council, Norwich City Council, Broadland District Council, Borough Council of King's Lynn & West Norfolk and Fenland District Council) to carry out their functions as public bodies.

Information supplied may also need to be disclosed outside of the Council to Government departments such as the Department of Transport, Communities and Local Government and other bodies such as the Fire and Rescue Service and Utility companies such as Anglian Water, or in connection with Government anti-fraud investigations.

Under data protection legislation you have the right to request access to, rectification, restriction, or objection to the processing of your personal data, as detailed on our Privacy Policy (available on our website). You can contact our Data Protection Officer at [right2know@s-norfolk.gov.uk](mailto:right2know@s-norfolk.gov.uk). You also have the right to lodge a complaint with the regulator, the Information commissioner's Office.

We retain records for 15 years from the date of completion of the project, unless an historic or significant building is affected, in which case the record will be held indefinitely.

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