

This form is to be filled in by the person who intends to carry out building work or agent. If the form is unfamiliar please read the notes on the reverse side or consult the office indicated above. Please type or use block capitals.

1 Applicant's details (see note 1)

Name: _____

Address _____

Postcode: _____

Tel: _____

E-mail Address _____

2 Agent's details (if applicable)

Name: _____

Address: _____

Postcode: _____

Tel: _____

E-mail Address _____

3 Location of building to which work relates

Address: _____

Postcode: _____

Tel: _____

4 Proposed Work (see note 5)

Description: _____

Is the proposed work or any part of it subject to Partnering or a current LANTAC approval? YES/NO

5 Use of building

1. If new building or extension please state proposed use: _____

2. If existing building state present use: _____

3. Is the building to be put or intended to be put to a use, which is designated for the purpose of the Regulatory Reform (Fire Safety) Order 2005 (see note 6)? YES/NO

6 By signing section 9 below, unless stated otherwise, you agree to an extension of the statutory time limit and to the plans being passed conditionally where appropriate (see notes 7 and 11).

7 Charges (See separate Guidance Note on Charges for information)

1. If Table A work please state the number of dwellings: _____

2. If Table B work please state floor area and/or estimated cost excluding VAT _____

3. If Table C work please state the estimated cost of work excluding VAT: _____

Where standard charges are not applicable please contact Building Control on 01268 882200

Charge: £ _____ plus VAT: £ _____ total: £ _____

8 Electrical work

Will a Part P registered electrician be carrying out the electrical work (see fee sheet for charges payable for work not carried out by a Part P registered electrician) YES / NO

9 Statement

This notice is given in relation to the building work as described, is submitted in accordance with Regulation 12(2)(b) and is accompanied by the appropriate fee. I understand that further charge will normally be payable following the first inspection by the local authority.

Name: _____

Signature: _____

Date: _____

Notes

1 The applicant is the person on whose behalf the work is being carried out, eg the building's owner.

2 Two copies of this notice should be completed and submitted with plans and particulars in duplicate in accordance with the provisions of Building Regulation 14.

3 Subject to certain exceptions where Part B (Fire Safety) imposes a requirement in relation to proposed building work, two further copies of plans which demonstrate compliance with the requirements should be deposited.

Subject to certain exceptions a Full Plans Submission attracts fees payable by the person by whom or on whose behalf the work is to be carried out. Most fees are payable in two stages. The first fee must accompany the deposit of plans and the second fee is payable after the first site inspection of work in progress. The second fee is a single payment in respect of the relevant work to cover all site visits and consultations which may be necessary until it is satisfactorily completed.

Table A prescribes the plan and inspection fees payable for new dwellings and buildings converted and divided into dwellings.

Table B prescribes the plan and inspection fees payable for small domestic buildings, alterations and extensions to a dwelling home, and the addition of a small garage or carport.

Table C prescribes the plan and inspection fees payable for all other NON-domestic work. The appropriate fee is dependent upon the type of work proposed. Fee scales and methods of calculation are set out in the Guidance Notes on Fees which is available on request.

1 Subject to certain provisions of the Public Health Act 1936 owners and occupiers of premises are entitled to have their private foul and surface water drains and sewers connected to the public sewers, where available. Special arrangements apply to trade effluent discharge. Persons wishing to make such connections must give not less than 21 days notice to the appropriate authority.

5 LABC Services provides a Partner Authority Scheme and also National Type Approval for a range of building types, building systems and major building elements where they are used repeatedly. If this proposal is to Partnering scheme please answer YES and provide further details, including name of the Partner Authority, in section If the work proposed or any part of it is subject to a LANTAC approval please answer YES 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 it in a covering letter.

LANTAC, Local Government House, Smith Square, London SW1 3HZ or LABC Services, address overleaf.

16 Premises currently designated for the purpose of the Regulatory Reform (Fire Safety) Order 2005 are:- Premises within the Fire Precautions (Hotels and Boarding Houses) Order 1972. Premises within the Fire Precautions (Factories, Offices, Shops and Railway Premises) Order 1989. A workplace defined in Regulation 17(3)(a) of the Fire Precautions (Workplace) Regulations 1997 i.e. any premises, not being domestic premises, used for an employers undertaking (N.B. there are exceptions).

7 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.

8 These notes are for general guidance only, particulars regarding the deposit of plans are contained in Regulation 14 of the Building Regulations 2010 and, in respect of charges, in the Building (Local Authority Charges) Regulations 2010.

9 Persons proposing to carry out building work or make a material change of use of a building are reminded that permission may be required under the Town and Country Planning Acts.

10 Further information and advice concerning the Building Regulations and planning matters may be obtained from the Council's Building Control Section.

11 Under Section 16 of the Building Act 1984 the Council must give a decision on the proposals within five weeks of receipt of a valid application, you may if you wish extend this period to a maximum of two months. This extended period may assist you in obtaining any further information required or returning the amended drawings and avoid a rejection of the proposals.

12 The information provided by you will be held and processed by Castle Point Borough Council in accordance with the Data Protection Act 1998. It will be used for its intended purpose but may also be used for internal statistical analysis as well as being processed and disclosed for the prevention or detection of crime, assessment of tax or where we have a legal obligation to do so. We may also need to share your information with a third party, such as a contractor, in order for them to provide the service you have requested. However, the Council requires any third parties to abide by the Data Protection Act 1998 when they process your data on our behalf and to follow our procedures or instructions. Your information will be held and disposed of in line with the Council's Document Retention and Disposal Guidance. You are entitled to copies of any information that the Council holds about you. This can be obtained by making a request in writing by using a Subject Access Request form.