



Building Control
 West Offices, Station Rise
 York YO1 6GA

Tel: 01904 551333
Fax: 01904 551430

FULL PLANS/ BUILDING NOTICE

(Please delete as appropriate)

The Building Act 1984
 The Building Regulations 2010

E-mail: Building.Control@york.gov.uk

www.york.gov.uk/environment/Building_control

| | | |
|------------------------------------|--------------|------------------------|
| Receipt N°: | Date: | Application N°: |
| Receiving Officer Initials: | | |

This form is to be filled by the person who intends to carry out building work or their agent. If the form is unfamiliar please read the notes which follow or consult the Building Control office.

1 Applicant's details (see note 1)

Name: _____

Address: _____

Postcode: _____ Tel: _____ Fax: _____ E-Mail: _____

2 Agent's details (if applicable)

Name: _____

Address: _____

Postcode: _____ Tel: _____ Fax: _____ E-Mail: _____

3 Location of building to which work relates

Address: _____

Postcode: _____ Tel: _____ Fax: _____ E-Mail: _____

4 Proposed work

Description: _____

5 Is the proposed work or any part of it subject to Partnering or a current LANTAC **YES NO**

Use of building

6

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 used as Flat accommodation, commercial, or any other non – domestic use? **YES NO**

7 Additional Information

Do you consent to the plans being passed subject to conditions where appropriate? **YES NO**

Does the proposal require Planning Permission? **YES NO**

If YES – Application N°

Do You agree to an extension of time? **YES NO**

Can we contact you/send you documentation by E-mail? **YES NO**

Do you consent to the proposal being approved subject to conditions where appropriate? **YES NO**

Contractors Details (if known)

Name:.....

Address:.....

Postcode:.....Tel:.....Mobile:..... Fax:.....

E-Mail:.....

Important - if the declaration at section 10 is not signed we cannot accept the Application

8 THIS SECTION MUST BE FILLED IN
Fees (see Guidance Note on Fees for information) N.B. When fees are based on estimated cost of the work a written estimate of the total cost of the work shown on the plans must be provided.

Plan/Building Notice Charge £ plus VAT at 20% **Total £**

Total floor area of new building or extension m² Timescale of project (months)

Estimate of total cost of work £ **excluding VAT**

9 PLEASE NOTE: If this proposed work is to either:
a) a property that is rented, from a Local Authority, housing association or a private landlord,
b) a purchased property, that was previously owned by either the Local Authority, housing association or a private landlord,
Please ensure that you have all the necessary permissions (in writing) from the landlord, to alter the fabric of the building. It is your responsibility to establish that all relevant permissions have been obtained prior to starting the work.

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

Name: Signature: Date:

Important Notes If you submitting a FULL PLANS Application:

- 1) Notices of Approval/Rejection will contain a schedule of the approved/rejected plans and will **not** be returned with any of the submitted plans.
- 2) Following the commencement of the building work, a second charge invoice will be sent to the Applicant.
- 3) If the invoice should be sent to a 3rd party or an alternative address, then please provide the following information:

Either:

Title
First Name
Last Name
Address
.....
.....
Post Code.....
Tel

or

Company Name
Address
.....
.....
Post Code.....
Tel
Contact Name
.....

NOTES

- 1) The applicant is the person on whose behalf the work is being carried out, eg the building's owner.
- 2) One copy of this notice should be completed and submitted with **one** copy of plans and particulars 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.
- 4) Subject to certain exceptions a Full Plans/Building Notice submission attracts fees payable by the person by whom or on whose behalf the work is to be carried out. Most Full Plans charges are payable in two stages and one charge for Building Notices .
- 5) The first Plans charge must accompany the deposit of plans and the second charge is payable after the first site inspection of work in progress. The second charge 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.
- 6) 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.
- 7) 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.
- 8) 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.
- 9) 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 fees, in the Building (Local Authority Charges) Regulations 2010.
- 10) 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.
- 11) Further information and advice concerning the Building Regulations and planning matters may be obtained from your local authority.