

1 Who is the applicant?

The applicant is the person who the work is being done for, for example, owner of the building.

2 The information we need

You should fill in one copy of this form and send it to us with two copies of your plans. Please note, in the interests of environmental and efficiency matters we will not normally return plans to you once approved. However should you require a set of approved plans this can be arranged if requested.

3 Charges

If you submit a Full Plans application, you or your agent have to pay charges.

You can pay the charges in full at the time of submission or if you prefer in two stages:

1. You must make the first payment when you hand in the plans.
2. You must make the second payment after the first site inspection of the work.

The second charge is a single payment for each project. It covers all the site visits and consultations which may be needed until the work is finished and we are satisfied with it. An invoice will be issued for this charge after works start.

The charges depend on the type of work that you plan to do. The charges and how we work them out are in the guidance notes on charge. You can ask us for a copy of this.

Table 1 in the guidance note on charges shows the plan and inspection charges that you have to pay for new dwellings.

Table 2 shows the charges you have to pay if you alter or extend a property upto 60sq.m floor area, or add a some garages or carports.

Table 3 shows the charges you have to pay for all other cases.

4 Drains and sewers

Owners and occupiers of premises are entitled to have their private drains and sewers connected to the public sewers if they are available. If you want to do this, you should contact Severn Trent Water Limited. You should also check that any building proposal is not affected by the position of any existing Public Sewers. Severn Trent Water can be contacted on 01902 793871

It is normal Practice for Building Control to communicate with a professional acting on behalf of a building owner if one is appointed. This may be an Architect, Surveyor or Builder on site etc. These persons are deemed to be authorized by us as agents of the building owner unless notified otherwise.

5 The Regulatory Reform (Fire Safety) Order 2005 (this does not apply to private houses)

This legislation applied to all premises that are 'workplaces' and imposes a duty on the responsible person to comply with its requirements. Workplaces include any premises, not being domestic premises, used for the purpose of an employers undertaking and which are made available to an employee as a place of work. Further information is available on www.communities.gov.uk/fire

6 Conditions attached to plans

Section 16 of the Building Act 1984 says that plans can be approved with certain conditions attached. The conditions may state that you need to change your plans, undertake some action on site or that you need to provide more details. We will assume you consent to conditions being attached to an Approval unless we are notified otherwise.

7 The law on charges and deposit of plans

These notes are for general guidance only. If you want full details about handing in plans, see Regulation 13 of the Building Regulations 2000. If you want full details about charges, see the Building (Local Authority Charges) Regulations 1998 and our 'scheme of charges'.

8 Town and Country Planning Act and Party Wall (etc) Act 1996

If you want to do building work or change the use of a building, you may need permission under the Town and Country Planning Acts. You can check whether you need to apply by speaking to one of our planning officers. The Party Wall Act may apply to your project if you carry out excavations near other persons' properties or work to party walls. The Council does not administer this Act but you will find further information at www.communities.gov.uk

9 Completion Certificate

As long as we have been notified of various stages of the works outlined in the Building Regulations and have had every opportunity to inspect the work that is being done, and you have provided certificates for electrical safety to BS7671 or the electrical safety work has been carried out by a contractor belonging to a Government accredited competent persons scheme, we will give you a completion certificate when the work is finished and we are satisfied with it.

Please Note: The address & description of building works will be published on a publicly accessible database. No personal information will be published.

Your attention is drawn to our supplementary fees schedule now attached to our fee structure



Bromsgrove District Council
Building Control
The Council House
Burcot Lane
Bromsgrove
B60 1AA

Phone: Bromsgrove 01527 881348 or 01527 881349
 Fax: 01527 881313 DX: 17279 Bromsgrove
 E-mail: b.control@bromsgrove.gov.uk

Full Plans Application
 The Building Act 1984
 The Building Regulations 2000



Certificate number
 FS31458
 For the provision of
 Building Control
 Services

You should fill in this form if you intend to carry out the building work (Your agent can fill it in for you.) Please read the notes over the page or contact the office above if you are not sure how to fill it in. **PAY IN CODE: J25 BR00 BC326**

1 **Your details:** FIRST NAME (in full): _____ SURNAME: _____
 Address and postcode: _____
 Phone: _____ Fax: _____ E-mail: _____

2 **Your agent's details** (ie architect or builder, all correspondence will be sent to this address.)
 Name: _____ Address and postcode: _____
 Phone: _____ Fax: _____ E-mail: _____

3 **Where is the building where the work is going to be done?**
 Address: _____

4 **What work do you plan to do?**
 Description: _____

5 **How the building is used?**
 Existing Use: _____
 Proposed Use: _____

| 6 Charges (See note 3 over the page) | Total number | Charge(Incl. VAT) |
|--|---|-------------------|
| New properties, including associated garages | <input type="text"/> | £ |
| Detached or attached garage or carport that is 40m ² or less | (Some detached garages are exempt, please contact us) | £ |
| Detached or attached garage or carport that is over 40m ² but not over 60m ² | | £ |
| Domestic extensions that are 10m ² or less | | £ |
| Domestic extensions that are over 10m ² but not over 40m ² | | £ |
| Domestic extensions that are over 40m ² but not over 60m ² | | £ |
| Loft conversion costing up to £28,000 | | £ |
| All other building work (total estimated cost) | | £ |
| | Total charge | £ |

7 **The name and address of the person who will pay the inspection charge: (FULL NAME PLEASE)**

8 **Drainage details**
 Will there be a new connection to the public sewer? Please tick the appropriate box. Yes No

9 **Electrical Safety Part P**
 The electrical work will be designed/installed and tested by: a competent persons scheme an approved contractor who will certify to BS7671

10 Unless ticked, I agree that the time for consideration be extended from 5 weeks to 8 weeks if necessary: No.

I am giving this notice for the building work that I have described, and according to Regulation 12(2b). I understand that you may approve the application depending on certain conditions and that I have to pay a charge after the first inspection by the local authority, unless it has already been paid as part of the plan charge.
 Your name: _____ Your signature: _____ Date: _____