

**BUILDING CONTROL  
FULL PLANS SUBMISSION**

Building Act 1984  
Building Regulation 2010 (as amended)

(See back for guidance notes)

<b>1. Applicants details</b>		
Name	E-mail	
Address		
	Postcode	Telephone

<b>2. Agents details</b>		
Name	E-mail	
Address		
	Postcode	Telephone

<b>3. Location of building to which the work relates</b>		
Address		
Postcode	Postcode	

<b>4. Proposed work</b>		
Description	E-mail	
Address		
	Postcode	Telephone

<b>5. Electrical work</b>		
Does the proposed work involve electrical work, described as relevant work in the Building Regulations? Yes / No (delete as appropriate) <i>If you have indicated yes, please complete the supplementary application form for electrical work</i>		

<b>6. Use of building</b>		
Please state proposed use		
Please state present use		

<b>7. Conditions</b>		
Do you consent to the plans being passed subject to conditions where appropriate?	Y / N (delete as appropriate)	
If we are unable to give a decision on your application within 5 weeks, do you agree to an extension of time of 3 weeks to enable a decision to be given?	Y / N (delete as appropriate)	

<b>8. Charges</b>			
Schedule 1 – state number of dwellings		Schedule 2 – state floor area of extension	
Schedule 3 – state estimated cost of proposed work (exc. VAT)			
Plan Charge payable £	+ £	VAT = Total £	

<b>9. Inspection Fee</b>		
I understand that a single further inspection charge of £..... is payable following the first inspection by Lancaster City Council. The person responsible for payment is Applicant/ Agent/ Other (*Delete as appropriate)		
Name	Email	
Address		

<b>10. Statement</b>		
The application is given in relation to the building work as described. It is submitted in accordance with Regulation 12 (2) (b) and is accompanied by the appropriate charge.		
Name.....	Signature.....	Date .....

## **Guidance Notes for a Full Plans Application**

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

2. One copy only of this form should be completed and submitted.

3. Full plans should consist of drawings, specifications and calculations if necessary. Detailed plans should be at a scale of not less than 1:100

Site location plans must be of a scale of not less than 1:1250 and show

- The size and position of the building and the relationship to the adjoining boundaries together with site dimensions.
- The width and position of adjoining streets
- Drainage for both foul and surface water
- Precautions to be taken if building over (within 3m) of a public sewer or drain. (You may be required to enter into a Legal agreement with United Utilities).

4. The Full Plans charge is calculated in accordance with the current Scheme of Charges and is payable in 2 parts. A 'plan charge' is paid on deposit of the plans and an inspection charge after the first inspection (this charge will cover all subsequent inspections). Guidance can be found in the Scale of Charges for Building Control.

Schedule 1 prescribes the plan charges payable for new dwellings up to 300m<sup>2</sup> in floor area and flats up to three storeys.

Schedule 2 prescribes the charges payable for certain small domestic buildings and extensions.

Schedule 3 other work that falls outside Schedules 1 and 2.

Quote for fees for works outside the range of these Schedules can be arranged upon written request

5. Subject to certain provisions of the Water Industry Act 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.

6. These notes are for general guidance only. Particulars regarding the submission of Full Plans

Applications are contained in Regulation 14 of the Building Regulations 2010 (as amended).

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

8. A Full Plans Application shall cease to have effect from three years after it is given to the local authority unless the work has been commenced before the expiry of that date.

9. Having difficulty?

If you have any difficulty completing this form, or require any further information or advice, please contact Building Control.

**Building Control**  
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**Town Hall**  
**Lancaster**  
**LA1 1QR**

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