

Deposit of Full Plans (see note 10)

• The Building Act 1984 • The Building Regulations 2010
PROTECT

Building Consultancy

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File Number:

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 USE BLOCK CAPITALS.**

1 Applicant's details (see note 1)

First Name:

Surname:

Address:

.....

.....

Post Code:

Tel:

E-mail:

2 Agents details: (If applicable)

Name:

Address:

.....

.....

Post Code:

Tel:

E-mail:

3 Location of site or building to which work relates

Address:

..... Post Code:

4 Description of proposed work (see note 2)

.....

5 Use of building

a) Existing use of the building or part: (see note 3)

b) Proposed use of building or part:

c) Number of storeys (total for building or compartment)

d) Proposed below ground drainage: separate / combined / other:

6 Charges:

Information relating to building regulation charges are included on the following page. Important information is included in this section and it is **essential for your application to be fully validated.**

7 Builders details (if applicable)

Name:

Address:

.....

Post Code: Tel: E-mail:

8 Conditions: (see note 14)

Do you consent to the plans being passed subject to conditions where appropriate? Please circle option:	Yes
	No

9 Completion Certificate:

Do you require a completion certificate following satisfactory completion of the building work? Please circle option:	Yes
	No

Statement

This notice is given in relation to the building work described above. It is submitted in accordance with Regulation 12(2)(b) and is accompanied by the appropriate charge. I understand and accept that further charges may be payable following the first inspection by the Local Authority.

Name: Signature: Date:

a	Domestic Electrical Work – Reduced Charge: (To be completed for all domestic applications) To claim a <u>Part P reduced charge</u> please indicate if the proposed work can be included in one of the following categories:	Please tick
	A competent electrician, who is registered with a Part P self-certifying scheme, (Competent Domestic Installer) will carry out the electrical installation?	
	The electrical work to be carried out is not notifiable work. (see note 6)	
	The proposed work does not include any electrical work.	

b	Charges: Please complete the following details to indicate how the submitted charge has been determined:		
		Number, Floor Area or Estimated cost	Fee Submitted
	Table 1 – New Dwelling or ‘Flat’ Applications	No of Dwellings	£ .
	Table 2A – Domestic Extensions	Category 1-6	£ .
	Table 2B – Domestic Alterations	Category 1-5	£ .
	Table 3A – Non-domestic Ext’s/New Build	Category 1-4	£. .
	Table 3B – Ind and Storage Ext’s/New Build	Category 1-3	£ .
Individually Determined Charge	Reference No	£ .	
Please give name and address of person(s) paying inspection charge if different to applicant.			
First Name: Surname:			
Address: Postcode:			

c	Work Exempt from Charges: (note 5) Is the work to be undertaken for the benefit of a registered disabled person? Please circle option:	Yes	d	Extension of Time: (see note 10) If required to complete the checking of this application do you agree to an extension of time? Please circle option:	Ye s
		No			No

Notes

- 1 The applicant is the person on whose behalf the work is being carried out, e.g. the owner of the building.
- 2 This application should be accompanied by two copies of all relevant plans and details in accordance with Regulation 14.
- 3 If your building is owned by the Council you are advised to obtain its consent before or at the same time as you submit a Building Regulation Application. Similarly you should notify your landlord if the property is privately owned.
- 4 Charges are payable in two stages: (a) at deposit of application; (b) after the first inspection, unless otherwise agreed with Building Consultancy prior to the deposit of the application.
- 5 Charge exempt work for registered disabled people:
 - a. The work is solely for the purpose of providing means of access to enable disabled persons to get into a building and to any part of it, or for providing facilities designed to secure their greater health, welfare or convenience, and
 - b. Is to be, or has been carried out in relation to:
 - i. A building to which members of the public are admitted (whether by payment or otherwise), or
 - ii. A dwelling, which is, or is to be, occupied by a disabled person.

Note: A charge is required for any other areas of work being carried out that is not solely for the benefit of a disabled person.
- 6 Notifiable work is listed in Table 1, Approved Document P

- 7 Persons proposing to carry out building work including making a material change of use, may be required to submit an application for planning permission under Town and Country Planning Acts, regardless of whether or not a Building Regulation application is required. Contact (01902) 551155 for Planning general enquiries.
- 8 Where it is necessary to connect foul or storm drains/private sewers to public sewer, please contact Severn Trent Water Ltd Tel: 0800 783 4444
- 9 These notes are for general guidance only particulars regarding the deposit of plans are contained in Regulation 14 Building Regulations 2010 (as amended).
- 10 In accordance with section 16(12) of the Building Act you may agree for the date to make a decision on the plans to be extended from five weeks to two months from the date the plans were deposited.
- 11 If work has not been commenced within 3 years of the deposit of the plans, these plans will cease to have effect. The period of 3 years commences from the date of the initial deposit of plans. (Section 32 Building Act 1984)
- 12 Persons carrying out the building work must give at least 2 days’ notice prior to commencing the work, and 24 hours before any other inspection request.
- 13 Additional copies of plans may be required if Part B imposes a requirement other than for buildings which are Dwelling homes or flats.
- 14 Section 16 Building Act 1984 provides for the passing of plans subject to conditions, which may specify modifications to any plans deposited.