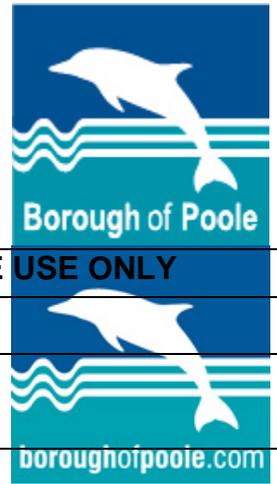


# Building Consultancy Services

Building Act 1984

The Building Regulations 2010 (as amended)

## FULL PLANS SUBMISSION



FOR OFFICE USE ONLY
Received: _____
Plan No: _____

FOR OFFICE USE ONLY
Plan Fee: _____
Receipt No: _____
Date: _____
Inspection Fee: _____

This form is to be completed by the person who intends to carry out the building work or agent. It must be accompanied by drawings as indicated overleaf.

### 1 Applicant's Details

Name: \_\_\_\_\_ E-Mail: \_\_\_\_\_  
Address: \_\_\_\_\_  
Mobile: \_\_\_\_\_ Tel: \_\_\_\_\_ Fax: \_\_\_\_\_

### 2 Agent Details (if applicable)

Name: \_\_\_\_\_ E-Mail: \_\_\_\_\_  
Address: \_\_\_\_\_  
Mobile: \_\_\_\_\_ Tel: \_\_\_\_\_ Fax: \_\_\_\_\_

### 3 Location of Building to which Work Relates

Address: \_\_\_\_\_

### 4 Proposed Work

Description \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

### 4a Means of Escape Design

Confirm design below:-		
1. British Standard	Y	N
2. Approved Document	Y	N
3. Other (specify)		

### 5 Use of Building

1. If new building or extension please state proposed use: \_\_\_\_\_  
2. If existing building state present use: \_\_\_\_\_

### 6

- I consent to the plans being passed subject to conditions where appropriate.
- I will provide an electrical installation certificate and the schedule of test results issued by a competent electrical engineer, for any domestic/mixed use electrical installation forming part of this application.
- I agree to an Extension of Time for the consideration of plans from 5 weeks to 8 weeks if necessary.

### 7

Total Estimated Building Cost (excluding V.A.T.) £ \_\_\_\_\_

### 8

#### Statement

This notice is given in relation to the building work as described, is submitted in accordance with Regulation 14 and is accompanied by the appropriate fee. I understand that further fees may be payable following the first inspection by the Local Authority.

Name: \_\_\_\_\_ Signature: \_\_\_\_\_  
Date: \_\_\_\_\_

## Notes

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1. **The applicant** is the person on whose behalf the work is being carried out, e.g. the owner of the building.
2. **New dwellings and/or Domestic Extensions:** **Two** copies of this application form should be completed and submitted with **two** plans and particulars showing how compliance with the relevant Building Regulations is to be achieved.
- 2.1 **All Other Work:** **Two** copies of this application form should be completed and submitted with **two** plans and particulars showing how compliance with the relevant Building Regulations is to be achieved, plus **one** additional drawing that specifically details the Fire Safety Matters being incorporated within the project, (known as a Fire Plan). Further copies of the fire drawings may be requested later.
3. Subject to certain exceptions a **Full Plans application attracts fees**, (known as a Plan Charge and an Inspection Charge), that are payable by the person by whom or on whose behalf the building work is to be carried out. These Fees are payable in two stages. The Plan Charge must accompany the deposit of the application and the Inspection charge is payable after the first inspection of the building work in progress. This Inspection Charge is a single payment in respect of each building, to cover all site visits and consultations that may be necessary until the work is satisfactorily completed. **Please note that Building Regulation fees are not generally refundable.**
- 4.1 The Plan and Inspection Charges payable are calculated in accordance with the current Building (Local Authority Charges) Regulations. Details of the fees payable is available from the Civic Centre, Poole, Dorset BH15 2RU.
- 4.2 Schedule 1 describes the Plan and Inspection Charges payable for small domestic buildings, (dwellings up to 300m<sup>2</sup> floor area, or three storeys high).
- 4.3 Schedule 2 describes the Plan and Inspection Charges payable for extensions to a dwelling house, (up to 200 m<sup>2</sup> floor area), and the addition of a garage or carport, and domestic alteration work.
- 4.4 Schedule 3 describes the Plan and inspection Charges payable, for all non domestic building work.
- 4.5 **Payment** - Cheques should be made payable to: "**Borough of Poole**". Other payment methods that we accept are:- cash or debit/credit card (in person at the Civic Centre or telephone 01202 633250). An invoices can be provided where requested.
5. 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 connected to public sewers, where available. Special arrangements apply to trade effluent discharge. Persons wishing to make such connections must give at least 21 days notice to the local statutory undertaker.
6. Section 16 of the Building Act 1984 provides for plans to be passed subject to conditions. The conditions may specify modifications to the deposited plans and/or that further plans shall be deposited, (see point 6 over).
7. **These notes are for general guidance only**, particulars regarding the submission of Full Plans applications are contained in the Building Regulations 2010 (as amended) and in respect of charges, in the Building (Local Authority Charges) Regulations 1998 and the Borough of Poole, current Scheme of Charges.
8. Persons proposing to carry out building work or to make a material change of use of a building are reminded that permission may be required under the **Town and Country Planning Acts**.
9. **Further information** and advice may be obtained from Building Consultancy Services in respect of Building Regulation applications and Planning Design and Control Services in respect of Planning requirements.
- 10.1 The objective of providing **Fire Plans** is to enable the accurate assessment of adequate precautions against a possible outbreak of fire at the design stage. This assessment should be based on the project/building as a whole. These drawing will be made available to the Fire Authority for comment and agreement. They will assist the occupier of the building in obtaining a fire certificate once the project is complete.
- 10.2 Ideally, the fire plans should include:
  - Site Plans** showing –
    - The extent of the site and surrounding areas;
    - The location of the building on the site;
    - The location and type of building surrounding the site;
    - The entrance(s) to the site;
    - The roadway(s) for the Fire and Rescue Service;
    - The entrance(s) to the building;
    - Location of fire hydrants; and
    - The location and type of special hazards, e.g. boiler rooms, kitchens, etc.
- 10.3 **Floor Plans and Elevations showing –**
  - The Building and compartment entrance(s);
  - Compartments and sub-compartments;
  - Circulation spaces;
  - Locations of escape stairways, ramps and lifts;
  - Locations of wet and/or dry risers;
  - Locations of fire fighting equipment;
  - Gas and/or Oil main control points;
  - Electrical mains and sub-main control points;
  - Ventilation plant and switch control points;
  - The positions of fire doors;
  - The location of cavity barriers;
  - The location of any special hazards or high fire risk areas; and
  - Elevations of the building(s).
- 11.1 The term '**competent person**' means a person or company that is registered with a competent persons scheme in respect of a number of specific work areas, including electrical installation work. To achieve membership a formal registration and assessment of competency will be made by the competent person scheme operator
12. **GDPR Data Statement**  
Borough of Poole is collecting this information, via this form, in order to perform this service or function, and if further information is needed in order to do so, you may be contacted using the details provided.  
  
In performing this service, we may share your information with other organisations or departments, but only when it is satisfied that it is necessary to perform a public task, or to exercise its statutory duties to do so.  
  
We may also share your personal information for the purposes of the prevention, investigation, detection, or prosecution of criminal offences, but will not share your personal information, or use it for this, or any other purpose, unless provided for by law. Your details will only be used by Borough of Poole Building Consultancy Services. Following our retention schedules your records will be held for 15 years, following completion of your project.  
  
More details information about we handle your personal data can be found in our Privacy Policy which is available online and at out public counter.