

Full Plans Submission

To: Chichester District Council, East Pallant House,
1 East Pallant, Chichester, West Sussex PO19 1TY
www.chichester.gov.uk



CHICHESTER DISTRICT COUNCIL

BUILDING ACT 1984
THE BUILDING REGULATIONS 2010
THE BUILDING (LOCAL AUTHORITY CHARGES) REGULATIONS 2010



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 type or use block capitals.

For Office Use only			
Application Number		Date Received	
Amount Received		Receipt No.	

1 Applicant's Details (See Note 1)

Title: _____ First Name (or initials): _____ Surname: _____

Address: _____

Postcode: _____ Tel: _____ Fax: _____

2 Agent's Details (if applicable)

Title: _____ First Name (or initials): _____ Surname: _____

Address: _____

Postcode: _____ Tel: _____ Fax: _____

3 Location of building to which work relates

Address: Building Number and/or Name: _____ Street: _____

Town/Village: _____ County: _____ Post Code: _____

4 Proposed Work

Description: _____

Is the proposed work, or any part of it subject to a current LANTAC approval? Yes No (Cross whichever box is applicable)

5 Use of building

1. If new building or extension please state proposed use: _____

2. If existing building state present use: _____

3. Is the building currently a building subject to the Regulatory Reform (Fire Safety) Order 2005 or will it be after completion of the works? Yes No (Cross whichever box is applicable)

6 Conditions (see note 7)

Do you consent to the plans being passed subject to conditions where appropriate? Yes No (Cross whichever box is applicable)

7 Charges (see separate Guidance Note for information)

Table A B C1 C2 (Tick as appropriate)

If a resubmission, previous Application No.:

Category, description and/or area, as appropriate: _____

Plan charge £ _____ plus VAT £ _____ Total £ _____

Is the work for the benefit of disabled persons as described in Charges Guidance Note? Yes No

8 Completion Certificate

Do you require a completion certificate following satisfactory completion of the building work? Yes No (Cross whichever box is applicable)

9 Extension of Time

If the circumstances so demand, do you agree to extend the period within which a decision is to be given by the Council up to two months from the date of deposit of this application? Yes No (Cross whichever box is applicable)

10 Mode of Drainage

Foul _____ Surface Water _____

11 Statement

This notice is given in relation to the building work as described, is submitted in accordance with Regulations 12(2)(b) and is accompanied by the appropriate charge. **I understand that further charges will be payable following the first inspection by the local authority. I also declare that the submitted plans are the same as those deposited for planning approval (if applicable).**

Name: _____ Signature: _____ Date: _____

12 Planning

Planning Reference (if applicable): _____

Notes

1. The applicant is the person on whose behalf the work is being carried out, e.g. the building's owner.
2. Two copies of this notice should be completed and submitted with plans and particulars in duplicate in accordance with the provisions of Building Regulation 14 including a location plan of not less than 1:1250.

Subject to certain exceptions where Part B (Fire Safety) imposes a requirement in relation to proposed building work, **one further copy** of plans which demonstrate compliance with the requirements should be deposited. **(See Note 5)**

3. Subject to certain exceptions a Full Plans Submission attracts charges payable by the person by whom or on whose behalf the work is to be carried out. Charges are payable in two stages. The first charge must accompany the deposit of plans and the second charge is payable after the first site inspection of work in progress. This second charge is a single payment in respect of each individual building, to cover all site visits and consultations which may be necessary until the work is satisfactorily completed.

The appropriate charge is dependent upon the type of work proposed. Charge scales and methods of calculation are set out in the Guidance Notes on Charges which is available on request.

4. 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.
5. The Regulatory Reform (Fire Safety) Order 2005 is applicable to virtually all premises, including common areas of flats but NOT domestic dwellings, for example:
 - Offices and Shops
 - Premises that provide care
 - Pubs, Clubs and Restaurants
 - Hotels and Hostels
 - Factories and Warehouses

6. 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.
7. 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 charges, in the Building (Local Authority Charges) Regulations 2010.
8. 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.
9. Further information and advice concerning the Building Regulations and Planning matters may be obtained from your local authority.
10. Applicants are reminded that the plans which they secure Building Regulations approval for **MUST** be the same as those for which planning permission has been granted (if applicable).
11. Applicants should be aware of the Party Wall Act 1996.