



Lewes District Council

Building Control
Southover House, Southover Road, Lewes
East Sussex, BN7 1AB

T: 01273 471600

E: building.control@lewes.gov.uk

This form is to be filled in by the person who intends to carry out building work or an agent. Please read the notes on the reverse side or consult the department.

Please type or use block capitals.

FULL PLANS APPLICATION FORM

The Building Act 1984
The Building Regulations 2010
The Building (Local Authority Charges)
Regulations 2010

Building Regulations
Application Number:

1	Applicant's details (i.e. the person on whose behalf the work is carried out) Name: _____ Address: _____ Postcode: _____ Tel: _____ Email: _____
2	Agent's Details (if applicable) Name: _____ Address: _____ Postcode: _____ Tel: _____ Email: _____
3	Builder's Details (if known) Name: _____ Address: _____ Postcode: _____ Tel: _____ Email: _____
4	Location of building to which work relates (a site location plan of scale 1:1250 must be provided) Address: _____ Postcode: _____
5	Proposed work Number of Storeys: _____ Description of work: _____ Date of commencement (if known, see note 7): _____
6	Use of building (see note 10) 1. If new building or extension please state proposed use: _____ 2. If existing building state present use: _____ 3. Will the building be subject to the Regulatory Reform (Fire Safety) Order 2005: YES <input type="checkbox"/> NO <input type="checkbox"/>
7	Domestic Electrical Works (Dwellings or buildings containing dwellings only – See note 7 overleaf) 1. Will you be using a member of a Part P "Competent Person" scheme to carry out all the relevant electrical works associated with this application? YES <input type="checkbox"/> NO <input type="checkbox"/> 2. Name and address of Part P registered electrician: _____ 3. Number of new circuits to be installed? <input type="checkbox"/>
8	Charges (see notes 8 and 9 overleaf and separate "APPLICATION CHARGES – GUIDANCE NOTES" for info) 1. If Table A work, please state the total number of dwellings and types - Total: _____ No. of types: _____ or Category of conversion (change of use) as listed in Table A (1,2, 3 or 4): _____ 2. If Table B work, please state floor area of extension / conversion (Categories 1 to 8): _____ m ² and/or Category of "other work" (Categories 9 to 17): _____ and/or cost of "Other Work Not Listed Elsewhere" (Categories 18 to 22): £ _____ If Multiple Works: Full Plans Charge for Main work: £ _____ and Full Plans Charge for Other work £ _____ Total (including Multiple Work Reduction where applicable): £ _____ 3. If Table C1 work, please state floor area of building / extension / conversion: _____ m ² and/or the category of "other work" as listed in Table C2 (Categories 1 to 3): _____ and the relevant cost of the "other work" : £ _____
9	Conditions (see note 9) 1. Do you consent to the plans being passed subject to conditions where appropriate? YES <input type="checkbox"/> NO <input type="checkbox"/> 2. Do you agree to an extension of time should this become necessary? YES <input type="checkbox"/> NO <input type="checkbox"/>
10	Planning Permission It is the applicant's responsibility to check whether planning permission is also required for the proposed work. If a planning application has already been submitted please quote the application number. No. LW / /
11	Statement This notice is given in relation to the building work as described and is submitted under Regulation 12(2)(b) and is accompanied by the appropriate fee. Name: _____ Signature: _____ Date: _____

Please see Guidance Notes overleaf for further information

For official use only



Plan charge	Insp. Charge	Charge letter sent	Checked by	Table / Category	Date:
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NOTES

General

1. 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.

2. One copy of this notice should be completed and submitted with plans and particulars in accordance with the provisions of Building Regulation 14. Where Part B (Fire Safety) imposes a requirement in relation to proposed building work, a further copy of any such plans as demonstrate compliance with those requirements shall be deposited, i.e.:

B1 Means of escape

B2 Internal fire spread (linings)

B3 Internal fire spread (structure)

B4 External fire spread

B5 Access and facilities for the fire service

But the requirements for further plans is not applicable to houses or domestic alterations.

Plans

3. Where the proposed work includes the erection of a new building or extension this notice must be accompanied by a site location plan to a scale of not less than 1:1250 showing the following :

- (a) the size and position of the building, or the building as extended, and its relationship to adjoining boundaries;
- (b) the boundaries of the curtilage of the building, or the building as extended, and the size, position and use of every other building or proposed building within that curtilage;
- (c) the width and position of any street on or within the boundaries of the curtilage of the building or the building as extended.

4. Accompanying plans and particulars must show that any work carried out complies with the Building Regulations 2010.

5. If not shown on the plans, particulars must be submitted of:

- (a) drainage – both foul water and storm water;
- (b) provision of exits in buildings to which Section 24 of the Building Act 1984 relates;
- (c) precautions to be taken in building over a public sewer or drain;
- (d) water supply;
- (e) number of storeys.

NB: All measurements must be shown in metric.

Charges (See separate GUIDANCE NOTE ON CHARGES) The Building (Local Authority Charges) Regulations 2010]

6. 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.

Table A prescribes the plan and inspection charges payable for small domestic buildings. **Table B** prescribes the charges payable for small alterations and extensions to a dwelling home, and the addition of a small garage or carport.

Table C prescribes the charges payable for certain types of non-domestic works. Charges for works falling outside the scope of Tables A, B or C will need to be “individually determined”.

If your building work requires an individual assessment of a charge you should e mail Building Control at building.control@lewes.gov.uk providing details of the proposed work / development together with a request for the Building Regulations charge. We will aim to contact you within 2 working days OR alternatively telephone 01273 484477.

The fixed charges have been set on the basis that the design and building work does not consist of, or include, innovative or high risk construction techniques, and that the duration of the building work from commencement to completion does not exceed 18 months.

The charges also presume that the design and building work is undertaken by a person or company that is competent to carry out the relevant design and building work referred to in the tables. If they are not, work may incur supplementary charges.

Domestic electrical work

7. If you do **not** intend to use a member of a Part P “Competent Person” scheme to carry the electrical works associated with this application (electrical works that require a Building Regulation Application), we can arrange to have the electrical work inspected and tested by our qualified electrical sub-contractor. You will need to make this decision when you submit your application, and pay the cost of this as a separate item of work with associated charges either as part of the **plan charge** OR as part of a **Building Notice Charge** when you submit the application. In either case please refer to application fee **Table B** for electrical works charges.

Further, more detailed information on electrical work can be obtained by contacting Building Control.

Connection to public sewers

8. Subject to certain provisions of the Public Health Act 1936 owners and occupiers of premises are entitled to have their own 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 Southern Water.

Conditions

9. 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.

Fire Precautions

10. The Regulatory Reform (Fire Safety Order) 2005 replaces the previous Fire Precautions Act and places a duty on the “Responsible Person” for relevant premises to take reasonable fire precautions for the safety of people on the premises and in the vicinity of the premises. The order applies to ALL buildings EXCEPT dwellings (**but** including the common parts of flats). This legislation is administered by East Sussex Fire and Rescue Service.