

Application No. \_\_\_\_\_

Building Act 1984: Building Regulations

# Full Plan Submission

**NOTE** This submission does not serve as a commencement notice required by Building Regulations and separate notice is required to be given at least 2 working days before the commencement of works.

**Please read accompanying notes (overleaf) before completing this form and check you have provided all the information required (see Note 3). Please complete all sections in BLOCK CAPITALS**

**1****APPLICANT**

Forename(s) \_\_\_\_\_ Surname \_\_\_\_\_

Address \_\_\_\_\_

Postcode \_\_\_\_\_ Tel no \_\_\_\_\_ email \_\_\_\_\_

**2****AGENT – if applicable**

Name \_\_\_\_\_

Address \_\_\_\_\_

Postcode \_\_\_\_\_ Tel no \_\_\_\_\_ email \_\_\_\_\_

**3****ADDRESS OF BUILDING WORKS**

Proposed use of building \_\_\_\_\_

Last known use of building \_\_\_\_\_

**4****DESCRIPTION OF PROPOSED WORK**

Please describe each item of work involved on a separate line. \*see note 4

Proposal	Internal Floor Area	Reasonable estimate of cost of works (excluding VAT)
1.	m <sup>2</sup>	£
2.	m <sup>2</sup>	£
3.	m <sup>2</sup>	£
4.	m <sup>2</sup>	£

Fee paid £ \_\_\_\_\_ plus VAT £ \_\_\_\_\_ **Total fee paid £ \_\_\_\_\_**

No application is valid unless it is accompanied by the correct fee and, where appropriate, a reasonable estimate of the works.

**5****ELECTRICAL INSTALLATION**Does the work involve any notifiable electrical works? (Please tick) YES  NO 

If yes, please tick one of the following.

A  The electrical work will be undertaken by a Part P registered contractor and a Certificate of Compliance will be provided.B  The electrical work will be undertaken by a non-registered person who will provide plans and details of the works to be undertaken and the works will be included on this application.

NB: If you tick 'A' and subsequently a certificate is not available it will then be necessary to give separate notice to the Council for the electrical work and pay a further charge.



LONDON BOROUGH OF  
**BEXLEY**

Details of person carrying out electrical installation (if known)

Name

Tel No

Address

Post Code

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### ADDITIONAL INFORMATION

(i) Is the building a dwelling forming a single family residence

YES		NO	
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If 'no' then an additional set of plans will be required for Statutory Consultation.

(ii) Has planning permission been applied for these works?

If so please quote reference number

Ref. No.	
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### FURTHER REQUESTS

Extension of time granted

YES		NO	
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*\*see note 1*

Agreement to conditional consent

YES		NO	
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*\*see note 2*

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### DECLARATION

I hereby deposit plans and give notice in accordance with Regulation 12(2)(b) of Building Regulations 2010 of intention to carry out the above works. In accordance with Regulation 14(5) I hereby give notice that I require a completion certificate to be provided in accordance with Regulation 17.

The Applicant as specified at paragraph 1 above is the person on whose behalf the work is being carried out and is the party with legal liability for the plans submission fee and any subsequent inspection fees in relation to the works under the current statutory prescribed fees. Unless the Council is advised otherwise, the Applicant will be invoiced after the first site inspection for any site inspection fee(s) due and payment is required within 28 days of the date of such invoice. A completion certificate will only be issued following satisfactory inspection and completion of the building work and after payment of all fees due to the Council as a result of the works specified at paragraph 4 above.

This notice is given in relation to the building work as described, is submitted in accordance with Regulation 12(2)(b) of the Building Regulations 2010 and is accompanied by the appropriate charge. I understand that a further charge may be payable following the first inspection by the Council.

Full name:

Signature:

Date:

### Notes

**Note 1** The Council is required to give a decision on this application within 5 weeks of the deposit of plans unless this period is extended by agreement. Because of the complexity of the Building Regulations it is likely that more time may be needed. If you agree to extend the period of time within which the Council must determine the application from 5 weeks to two months, please indicate at question 7.

**Note 2** Should any Building Regulations contravention or deficiencies be identified when your plans are examined, the Council must reject them. However, when the contravention or deficiencies are of a minor nature, the Council with your agreement in writing, may pass the plans subject to conditions.

If you agree to your plans being passed subject to conditions then please indicate at question 7.

**Note 3 - Check list**

Have you provided:

- a) 2 copies of this form.
- b) 2 copies of plans showing floor plans, elevations and sections. Including full specification of works. **(NB** In the case of a Designated Use then 3 copies are required).
- c) 2 copies of the site plan? Two copies of structural calculations where required.
- d) The appropriate fee including V.A.T? Cheques made payable to **London Borough of Bexley** please.
- e) Is the Regulatory Reform (Fire Safety) Order 2005 applicable.

**Note 4** Describe each item of work on a separate line, ie: extension, removal of chimney breast/load bearing wall, garage conversion. If proposed electrical works are not as part of proposed building works, ie: full house rewire, replacement of ring main and the installation is not by a Part P registered person, this will be a separate proposal and a further charge will be made.

**Information**

Your attention is drawn to 'The Party Wall etc. Act 1996' which applies to

- work on an existing wall shared within another property; or
- a new building on the boundary with a neighbouring property; or
- an excavation near a neighbouring building.

A copy of the DETR Guide is available at: [www.gov.uk/party-wall-etc-act-1996-guidance](http://www.gov.uk/party-wall-etc-act-1996-guidance).

Send completed application to:  
Building Control  
Civic Offices  
2 Watling Street  
Bexleyheath  
Kent DA6 7AT



LONDON BOROUGH OF  
**BEXLEY**

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