

# Building Regulations Full Plans Submission

The Building Act 1984  
The Building Regulations 2000 as amended



<b>1</b>	<b>Applicant's details</b> (See note 1) Name: ..... Telephone: ..... Address: ..... Postcode: ..... Fax: ..... E-mail: .....
<b>2</b>	<b>Agent's details</b> (if applicable) Name: ..... Telephone: ..... Address: ..... Postcode: ..... Fax: ..... E-mail: .....
<b>3</b>	<b>Location of building to which work relates</b> Address: ..... Postcode: .....
<b>4</b>	<b>Description of proposed work</b> .....
<b>5</b>	<b>Use of building</b> Existing use: ..... Proposed use: ..... If the building is or will be put to a use which is designated for the purpose of the Fire Precautions Act 1971 or is one to which the Fire Precautions (Workplace) Regulations 1997 apply, <b>two additional copies of the plan are required</b> to allow consultation with the Fire Authority. (See note 3) Indicate the method used for means of escape ie. Approved Doc. B, BS5588 or other: .....
<b>6</b>	<b>Conditions</b> (See note 7) Do you consent to the plans being passed subject to conditions where appropriate? YES <input type="checkbox"/> NO <input type="checkbox"/> <b>Extension of time</b> (See note 8) Do you agree to an extension of time if this required? YES <input type="checkbox"/> NO <input type="checkbox"/>
<b>7</b>	<b>Additional information.</b> Previous Building Regulation application number (if any) for substantially the same work Number ..... Planning permission applied for? YES <input type="checkbox"/> NO <input type="checkbox"/> Number ..... Listed Building Consent applied for? YES <input type="checkbox"/> NO <input type="checkbox"/> Number ..... <b>Please note in signing this form you confirm that plans submitted with this Building Regulations application accord with those submitted or approved under the above reference number(s).</b>
<b>8</b>	<b>Charges</b> (See notes 4 & 5 and separate Guidance Note on Charges for information) a) If residential work, please state total floor area of building or extension ..... m <sup>2</sup> b) If commercial work, please state total floor area of proposed work ..... m <sup>2</sup> Total estimated cost of work £ ..... Plan Charge (enclosed) £ ..... Inspection charge (to be invoiced) £ ..... (Please make cheques payable to relevant Authority) Payee of Inspection charge (if different from applicant) .....
<b>9</b>	<b>Statement</b> This notice is given in relation to the building work described, is submitted in accordance with Regulation 12(2)(b) and is accompanied by the appropriate charge. I understand that in most cases a further charge will be payable by the applicant following the first inspection by the local authority.
<b>10</b>	Name..... Signature..... Date..... <b>Bracknell Forest District and Parts of Windsor &amp; Maidenhead ONLY:</b> Please state method of treatment to be used for roof timbers. This must also be included on the plans .....

Large text forms are available on request

## 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 2 copies of the following:
 

A block plan (scale at least 1:1250) showing:

  - The size and position of the building, or the building as extended, and it's relationship to adjoining boundaries;
  - Provision for the drainage of the building or extension;
  - Location and type of all trees within 30m of the proposal;

Plans and sections with detailed specifications of proposed and existing defining the proposed work, to a scale of at least 1:100 and 1:50
3. Where Part B (Fire Safety) imposes a requirement in relation to proposed building work, you must deposit two further copies (**4 copies in total**) of plans which show compliance with the requirements. This does not apply to dwelling houses and flats.
 

Currently designated uses which require 4 copies of plans are:

  - Hotel or boarding house with sleeping accommodation
  - Factory
  - Office
  - Shop
  - Railway premises
  - Any premises where more than one person is employed
4. Subject to certain exceptions a Full Plans Submission attracts charges payable by the applicant. There are usually two charges. You must pay the first charge when you send us your plans. The second charge is a single payment for each building, to cover all visits to the building site and consultations, which are necessary, until the work is finished to our satisfaction.
5. The appropriate charge depends on the type of work proposed. Charge scales and methods of calculation are set out on the Charges Guidance Notes.
6. According to certain sections of the Public Health Act 1936, you can have your private waste and surface water drains and sewers connected to the public sewers, if it is possible. There are special arrangements for industrial waste. If you want to have your drains connected in this way you must give the appropriate authority at least 21 days notice.
7. Section 16 of the Building Act 1984 allows us to set certain conditions when we approve plans. The conditions may change your plans or may say that you must send in more plans.
8. Section 16 also allows us to delay making a decision on your application for up to 2 months if we have your permission. This will not mean a delay in dealing with your plans, but will avoid the necessity of a rejection after 5 weeks if any requested information has not been provided.
9. If you are proposing to carry out building work or make a material change of use of a building please note that permission may be required under the Town and Country Planning Acts.
10. These notes are for general guidance only, particulars regarding deposit of plans are contained in Regulation 14 of the Building Regulations 2000.
11. **Your attention is drawn to the requirements of the Party Wall Act 1996 and the possible implications this may have on the proposed work.**
12. Please call any of the Building Control help lines for any further guidance or assistance.

**DATA PROTECTION ACT 1988**  
**INFORMATION CONTAINED IN THIS FORM IS PERSONAL DATA WHICH WILL BE HELD IN MANUAL FILES AND ON COMPUTER. THE INFORMATION WILL BE USED FOR BUILDING REGULATION PURPOSES AND WILL ONLY BE DISCLOSED WHERE THERE IS A LEGAL REQUIREMENT IN CONNECTION WITH THE APPLICATION.**

### Local Authority Building Control Berkshire

This form is universally accepted throughout the County of Berkshire. You are advised to contact the relevant Authority for advice on their current Building Regulation charges.

<p><b>Bracknell Forest Council</b>            Building Control Section            Environment, Culture &amp; Communities            Time Square            Market Street            Bracknell            Berkshire            RG12 1JD            Tel: 01344 351208 or 351106            Fax: 01344 351193            E-mail: <a href="mailto:Building.Control@bracknell-forest.gov.uk">Building.Control@bracknell-forest.gov.uk</a></p> 	<p><b>Reading Borough Council</b>            Building Control Section            Environmental Services            Civic Centre            Reading            Berkshire            RG1 7TD            Tel: 0118 939 0449            Fax: 0118 939 0109            E-mail: <a href="mailto:Building.Control@reading.gov.uk">Building.Control@reading.gov.uk</a></p> 	<p><b>Slough Borough Council</b>            Building Control Services            Landmark Place            High Street, Slough            Berkshire            SL1 1JL            Tel: 01753 875810            Fax: 01753 875809            E-mail: <a href="mailto:buildingcontrol@slough.gov.uk">buildingcontrol@slough.gov.uk</a>            Personal Callers: Wellington House, High Street, Slough</p> 
<p><b>West Berkshire Council</b>            Council Offices            Market Street            Newbury            Berkshire            RG14 5LD            Tel: 01635 519356            Fax: 01635 519408            E-mail: <a href="mailto:BuildingControl@westberks.gov.uk">BuildingControl@westberks.gov.uk</a></p> 	<p><b>Royal Borough of Windsor &amp; Maidenhead</b>            Building Control            Tinkers Lane Depot            Tinkers Lane            Windsor            Berkshire            SL4 4LR            Tel: 01628 796880            Fax: 01628 796886            E-mail: <a href="mailto:building.control@rbwm.gov.uk">building.control@rbwm.gov.uk</a></p> 	<p><b>Wokingham District Council</b>            Building Control            PO Box 155            Civic Offices            Shute End            Wokingham            Berkshire            RG40 1WW            Tel: 0118 974 6376            Fax: 0118 974 6385            E-Mail: <a href="mailto:Building.Control@wokingham.gov.uk">Building.Control@wokingham.gov.uk</a></p> 