

Guidance Notes

Plans required to be submitted with this form

- A Location Plan to a scale of not less than 1/2500
- A block Plan showing the curtilage of the site, the buildings on that site and any proposed extensions or new building. The plan should be drawn to a scale of not less than 1/1250 and the north point should be indicated. The existing and new line of both foul and surface water drains should be shown on the plan. The position, size and species of all trees within 20m of the proposed building should also be shown.
- Sufficient specifications, floor plans, sections and elevations drawn to a suitable scale to show and describe fully the proposed work. Where compliance with structural stability requirements cannot be established by reference to these plans substantiating structural calculations should be provided.

All plans should be executed in a clear manner on suitable and durable material to a professional standard

1. Subject to certain exceptions Building Regulation fees are payable by the person on whose behalf the work is to be carried out, (see the Guidance Notes on fees attached and note 7 below)
2. Your application may include several separate work elements and in such cases will attract a plan fee and inspection fee for each separate element, e.g. an extension less than 10m² and internal alterations would attract two separate fees calculated by reference to section 1 & 3 of the Guidance Notes on Fees attached respectively. Where work consists of 2 or more extensions the floor areas are to be aggregated and the fee based upon the total of all new floor areas, where the floor area exceeds 60m² the fee will then be based upon estimated costs. (Refer to section 3 of the Guidance Notes on Fees)
3. If the plan fee for more than one element of proposed work is to be calculated by reference to section 3 of the Guidance Notes on Fees attached (by reference to estimated cost), e.g. a single extension with a floor area greater than 60m² and internal alterations, the fee must be calculated using the aggregate of the estimates.
4. A plan fee calculated by reference to the Guidance Notes on Fees attached must accompany your application unless it is a re-submission of a previously rejected application for substantially the same work.
5. An inspection fee becomes payable after the first site inspection of each separate element of work, (see note 2 above). Each inspection fee is a single, once and for all, payment, for each separate element of the work and covers all site visits and consultations which may be necessary.
6. Section 16 of the Building Act 1984 provides for the passing of plans subject to conditions. Conditions may specify that modifications are required to be made to the submitted plans and/or that additional details need to be submitted.
7. The person intending to carry out the work is defined as the person commissioning the work, (usually, but not always, the owner.)
8. For the purpose of the Fire Precautions Act, offices, shops, factories, hotels and boarding houses are designated.
9. **Two copies** of both this completed form and the plans should be submitted to me along with the appropriate fee at the address shown at the beginning of this form. **Please supply 3 copies** of the plans if the building is to be put to a non domestic use.
10. These notes are for general guidance only. Full particulars regarding the deposit of plans are contained in Regulation 14 of the Building Regulations 2000 and, in respect of fees, in the Building (Local Authority Charges) Regulations.
11. You are reminded that building work, or a change in the use of a building, may require permission under the Town and Country Planning Acts.

Note:

- Please contact us on the telephone number shown at the top of the page overleaf, or call in the Civic Offices, if you need any help completing this form.
- In the case of relatively complex projects it is advisable to involve the Building Control Service early on in the design process. Please let us know if you need any pre-application advice and we will be happy to oblige.
- We will issue a Completion Certificate on satisfactory completion of the work.