

Full Plans Notice

When to use it

You can use it for all types of building work but you must use it for certain projects with a high fire risk, such as shops and offices.

How to apply

The quickest and easiest way to apply is via the Planning Portal website at buildingcontrol.planningportal.co.uk, where you can pay at the same time. The correct fee will be calculated for you and you will be able to attach supporting documents and plans to your application.

Alternatively, you can download a pdf form and send it in to us. You can then pay on our website at www.hart.gov.uk/pay-it (under More Payments). You must complete two copies of the full plans notice form and send full plans and details of the proposals to us for approval. For domestic work, we will need two copies of the plans. For other work, we need four copies.

What happens next

We must decide your application within five weeks, or eight weeks by joint agreement.

We will usually approve the application, with or without conditions, but we may reject it in extreme cases.

Our aim is to check plans within 14 days and to approve them, if possible. We can only achieve this with the full and prompt co-operation of all parties involved.

Once we have completed statutory and agreed inspections to our satisfaction, we will issue a completion certificate.