

Guildford Borough Council

Full plans application

Building Act 1984 and the Building Regulations 2000 (as amended)

For office use only:

Plan number:

Date:



Read the guidance notes thoroughly to help you fill in this form. Your application will be delayed if you do not fill in the form correctly or enclose all the plans we ask for. If you need more help, please phone Planning Development Services on 01483 444609. Please use CAPITAL LETTERS to fill in the form.



1 Applicant's details

Name:

Address and postcode:

Phone number:

Fax number:

E-mail:

2 Agent's details (if you have one)

Name:

Address and postcode:

Phone number:

Fax number:

E-mail:

3 About the work

Address of the property you want to carry out work on:

Give a brief description of the work you want to do (for example, a single-storey extension).

4 Use of the building

Give a brief description of how the property is currently used.

Give a brief description of how the property will be used when the work is finished.

5 Distance from a public sewer

Is the work you want to carry out over a public sewer or within three metres of a public sewer?

Yes No

You will need to look at a map of the borough's sewers before you can answer this question. You can view these maps at our Planning Helpdesk.

6 Planning permission

Do you have planning permission for the work you want to carry out? Yes No

If 'Yes', please write the planning application number (if you know it).

We recommend that you always check with us whether you need planning permission by phoning 01483 444609.

7 Conditions of approval

If we approve your plans, we may approve them with conditions. Please tell us which of the following you would prefer us to do.

a I am happy for you to approve my application with conditions.

b I am not happy for you to approve my application with conditions.

8 Extension of time

Do you agree to give us up to two calendar months from the date we register your application to make a decision on your plans? Yes No

9 Charges (fees)

You will need to work out the plan charge for the work you are carrying out.

Please use the guidance notes on charges to help you do this. You should include VAT at 17.5%.

Please write the plan charge amount you are sending us in this box.

£

(You should make cheques payable to 'Guildford Borough Council'.)

In most cases, you will also need to pay an inspection fee after the first inspection of the work.

10 Signature

I am applying for Building Regulations approval for the work described above and shown on the plans. I have made sure this work is in line with regulation 12 (2)(b) of the Building Regulations.

Your signature:

I am: the applicant.

Date:

the agent applying on behalf of the applicant.

Please check that you have done the following.

- Answered all of the questions on this form and enclosed two copies of the filled-in form, signed and dated.
- Enclosed two copies of each set of plans listed below (see the guidance notes for details).
 - The **site plan** (at a scale of 1:1250 or 1:2500) with the site outlined in red
 - Existing and proposed **building drawings** (elevations) (at a scale of 1:50 or 1:100)
 - Existing and proposed **floor plans** (at a scale of 1:50 or 1:100)
 - Existing and proposed **section plans** (at a scale of 1:50 or 1:100)

You may need to send us two **more** copies of each plan. See the guidance notes, 'Drawings and plans'.

- Enclosed a cheque for the fee made payable to 'Guildford Borough Council'.
- Enclosed a copy of a letter from us that confirms you do not need planning permission for the proposed work (if you have been sent a letter).

Once you have ticked the relevant boxes above, send your application to:

Head of Planning Development Services
Guildford Borough Council
Millmead House
Millmead
Guildford
GU2 4BB



Guidance notes – full plans applications (Building Regulations)

We have written these guidance notes to help you fill in the full plans application for Building Regulations. Please read the explanatory booklet on Building Regulations published by the Office of the Deputy Prime Minister (ODPM) for more general information. You can get this ODPM booklet from our Planning Helpdesk.

You will need to make a full plans application for most types of building work. For example, building a new property, extending a property, converting a loft and making major structural changes to a building.

Except for certain types of building work, you could apply for a building notice instead of full plans approval. However, you should only choose this for small and simple building projects, for example, fitting new windows and making changes to your drainage system. You will need to fill in a different form and read the relevant guidance note.

We are always happy to talk to you about your proposals before you make your application, and give you advice on whether you should make a full plans application or a building notice application.

Filling in the application form

1 Applicant's details

You need to provide your full name, your address and postcode, a daytime phone number we can contact you on, a fax number and an e-mail address (if you have one).

2 Agent's details

If an agent is making this application for you, they must provide their name, address and postcode, phone number, fax number and e-mail address (if they have one). We will then deal directly with your agent.

3 About the work

• Address of the property

You need to give the full address and postcode of the property you want to carry out work on. You must mark the whole site on the site plan using red ink.

• Description of the work

You need to give a brief description of the work you want to do.

4 Use of the building

We need to know how the building is currently being used and how it will be used once the proposed work is finished.

5 Distance from a public sewer

To fill in this section, you first need to find out if the work you want to do will be over a public sewer or within three metres of one. Please visit our Planning Helpdesk to look at a map of the borough's sewers.

6 Planning permission

You need to tell us if the work you want to do has planning permission. If you know the planning application number, please write this on the form. If you have a letter from us that confirms you do not need planning permission, please send us a copy of this letter with your filled-in application form.

7 Conditions of approval

You must let us know if you are happy for us to approve your plans with certain conditions that you will need to meet.

8 Extension of time

We have five weeks to make a decision on your application. However, you may agree to give us up to two calendar months from the date we register your application to make a decision on your plans.

9 Charges (fees)

You must read the guidance notes on building control charges to work out how much you will need to pay for the work you want to do. Please ask for a copy of these guidance notes at our Planning Reception.

The charge you pay is based on the type and amount of work you are proposing. For full plans applications, you will usually pay the charge in two parts:

1 A plan charge when you hand in your application.

2 An inspection charge after the first site inspection has taken place (we will send you an invoice for this).

You should make your cheque payable to 'Guildford Borough Council'.

10 Signature

The person who fills in the form must sign and date this section and then tick the appropriate box to show whether they are the applicant or the agent.

Drawings and plans

You need to send us two copies of each of the plans that are listed below, showing all dimensions (measurements).

You will need to send us another two copies of each set of plans if the property is currently Listed or will be Listed under the Fire Precautions Act 1971 or the Fire Precautions (Workplace) Regulations 1997. For example, buildings listed under the act include hotels, boarding houses, shops, offices, factories, railway premises and all other commercial buildings.

Each plan should have a reference number and must show a directional arrow pointing north.

If your plans are not clear or accurate enough, we will not be able to process your application.

- **Site plan**

Your site plan must show your property and the neighbouring buildings and roads. Your property must be outlined in red ink. **The scale must be 1:1250 or 1:2500.** Please ask at our Planning Helpdesk about buying copies of site plans to mark up.

- **Floor plans**

Your floor plans must show both the existing and proposed layout of rooms in the whole building (one plan for each floor). The floor plans should show existing and proposed doors, windows, walls and materials. You must give all dimensions and construction details. **The scale should be 1:50 or 1:100.**

- **Building drawings (elevations)**

Your building drawings must show the existing and proposed front, rear and side views of the building from the outside (elevations). These drawings need to show what materials you will use, and you must give all dimensions and construction details, including dimensions to boundaries. **The scale should be 1:50 or 1:100.**

- **Section plans**

Your section plan must show sections of existing and proposed work, including all dimensions and construction details. **The scale should be 1:50 or 1:100.**

If you are showing existing and proposed details on the same plan, you must clearly show the proposed work and the proposed use of the buildings and rooms.

Your floor plans, building drawings (elevations) and section plans will need to show how the building is currently constructed and how the proposed work will be constructed. They should also have clear notes that explain the construction details. You should include any details that are relevant to the building work you want to carry out. You may need to include information on the following aspects of the work.

- Access to buildings and facilities in buildings, including for disabled people
- Drainage and waste disposal
- Glazing
- Heating and ventilation systems
- Fire safety and means of escape
- Foundations
- Glazing
- Insulation (sound and thermal)
- Stairs and guarding
- The construction of each floor
- The construction of the roof
- Weather resistance
- Windows and doors

Other information

It is your responsibility (or your agent's) to let us know when:

- work starts on site;
- each stage of construction begins; and
- the work is complete.

We will issue a completion certificate when a final inspection shows that the work has been carried out in line with the Building Regulations. You will need this certificate when you sell your property.

If you have any questions about applying for Building Regulations approval, please phone 01483 444609 or e-mail buildingcontrol@guildford.gov.uk