

## Full Plans Application

Building Act 1984  
The Building Regulations 2010 (as amended)  
The Building (Local Authority Charges)  
Regulations 2010



GUILDFORD  
BOROUGH



Cert No. FS 776322  
ISO 9001

Read the relevant 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 Building Control on 01483 444000. Please use CAPITAL LETTERS to fill in the form.

### 1 Applicant's details

Name:

Address  
and  
postcode:

  
  

Phone number:

Mobile number:

E-mail:

### 2 Agent's details (if you have one)

Name:

Address  
and  
postcode:

  
  

Phone number:

Mobile 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).

## 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 a three-week extension to make a decision on your plans if we are not able to do this within the statutory five-week period?

Yes ☐ No ☐

## 9 Domestic electrical work (to be completed for all domestic applications that include electrical work)

Will a competent electrician, who is registered with a Part P self-certifying scheme, carry out the electrical installation?

Yes ☐ No ☐

## 10 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 the current rate.

£

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

## 11 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. ☐

This application form is available on our website at [www.guildford.gov.uk/buildingcontrol](http://www.guildford.gov.uk/buildingcontrol) or alternatively you can submit online at [www.guildford.gov.uk/bconline](http://www.guildford.gov.uk/bconline)

Where electrical work is not carried out and registered by an electrician under a Part P competent persons scheme an additional fee / application will be required for this work.

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 one copy of each set of plans listed below (see the guidance note for details).
  - The site plan (at a scale of 1:1250 or 1:2500) with the site outlined in red ☐
  - Building drawings (elevations) (at a scale of 1:50 or 1:100) ☐
  - Floor plans (at a scale of 1:50 or 1:100) ☐
  - Section plans (at a scale of 1:50 or 1:100) ☐
- Online payment made. ☐
- 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). ☐
- Enclosed a copy of the Building Control Charges form. ☐

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

Building Control, Guildford Borough Council, Millmead House, Millmead, Guildford, GU2 4BB

BR1 Issue 7

## Privacy Statement

The information you provide on this form will be used only for the purposes of the work in connection with your building control application in processing and assessing your project for compliance with the Building Regulations 2010 (as amended) in line with our statutory duty.

Your personal information will be processed in line with Data Protection legislation. It will not be disclosed to third parties for marketing purposes, but may be lawfully shared with certain third parties (consultant structural engineers, electrical engineers and heat producing appliance engineers) for the purposes of assessing compliance under the Building Regulations.

If you believe the data we process on you is incorrect you may request to see this information and, if necessary have it corrected or deleted. If you wish to raise a complaint you can contact our Data Protection Officer at the address below.

If you believe we are not processing your data lawfully you can complain to the Information Commissioner's Office (<https://ico.org.uk/>).

Further details are available on our website - <https://www.guildford.gov.uk/dataprotection>, or from the Information Rights Officer, Guildford Borough Council, Millmead, Guildford, GU2 4BB (email: [iro@guildford.gov.uk](mailto:iro@guildford.gov.uk)).

# Building Control: Full Plans - Supplementary information template

From 1 October 2023, additional information needs to be provided with full plans submissions in England

1. Application Summary

Planning Portal / Local Authority Reference:

2. Site Location

Address Line 1:

Address Line 2:

Address Line 3:

Town / City:

Postcode:

3. Client Details

Is the application being made on behalf of the client?

☐ Yes

☐ No

If yes, please provide the client's details.

Where the application is not being submitted by the client, you will need to also provide a 'Statement of consent', signed and dated by the client stating that they agree that the application can be made and the information contained in the application is correct.

Title:

First Name:

Last Name:

Company Name:

Telephone Number:

Mobile Number:

Email Address:

Address Line 1:

Address Line 2:

Address Line 3:

Town / City:

Country:

Postcode:

#### 4. Principal (or Sole) Contractor Details

Is the principal (or sole) contractor known at this time? ☐ Yes ☐ No

If yes, please provide the principal (or sole) contractor's details.

Title:	<input type="text"/>	First Name:	<input type="text"/>	Last Name:	<input type="text"/>
Company Name:	<input type="text"/>				
Telephone Number:	<input type="text"/>	Mobile Number:	<input type="text"/>		
Email Address:	<input type="text"/>				
Address Line 1:	<input type="text"/>				
Address Line 2:	<input type="text"/>				
Address Line 3:	<input type="text"/>				
Town / City:	<input type="text"/>				
Country:	<input type="text"/>	Postcode:	<input type="text"/>		

#### 5. Principal (or Sole/Lead) Designer Details

Is the principal (or sole/lead) designer known at this time? ☐ Yes ☐ No

If yes, please provide the principal (or sole/lead) designer's details.

Title:	<input type="text"/>	First Name:	<input type="text"/>	Last Name:	<input type="text"/>
Company Name:	<input type="text"/>				
Telephone Number:	<input type="text"/>	Mobile Number:	<input type="text"/>		
Email Address:	<input type="text"/>				
Address Line 1:	<input type="text"/>				
Address Line 2:	<input type="text"/>				
Address Line 3:	<input type="text"/>				
Town / City:	<input type="text"/>				
Country:	<input type="text"/>	Postcode:	<input type="text"/>		

**6. Existing building**

Does the proposed work consist of work to an existing building? ☐ Yes ☐ No

If Yes,

What is the height of the existing building?  metres

How many storeys are in the existing building?

Note that the number of storeys should be determined in accordance with Regulation 6 of the Higher-Risk Buildings (Descriptions and Supplementary Provisions) Regulations 2023: <https://www.legislation.gov.uk/uksi/2023/275/regulation/6/made>

Please provide details of the current use of the existing building, including the current use of each storey:

**6. Proposed work**

What will be the height of the building after the proposed work?

metres

How many storeys will be in the building after the proposed work?

Note that the number of storeys should be determined in accordance with Regulation 6 of the Higher-Risk Buildings (Descriptions and Supplementary Provisions) Regulations 2023: <https://www.legislation.gov.uk/uksi/2023/275/regulation/6/made>

Please provide details of the intended use of the building, including the intended use of each storey:

**6. Proposed work (continued)**

Please provide details of the the provision to be made for the drainage of the building:

Does requirement H4 (Building over sewers) apply to the proposed work? ☐ Yes ☐ No

Requirement H4 applies only to work carried out:

- (a) over a drain, sewer or disposal main which is shown on any map of sewers; or
- (b) on any site or in such a manner as may result in interference with the use of, or obstruction of the access of any person to, any drain, sewer or disposal main which is shown on any map of sewers.

If yes,

Please provide details of the precautions to be taken in the building over a drain, sewer or disposal main to comply with the requirements:



**6. Proposed work (continued)**

Does any local enactment apply to the proposed work? ☐ Yes ☐ No

If yes,

Please provide details of the steps to be taken to comply with any local enactment that applies:

Please provide:

The date when it is proposed the work will reach the point when it is to be regarded as commenced in accordance with Regulation 46A (Lapse of building control approval: commencement of work) of The Building Regulations 2010(as amended) and,

Date

where the work does not consist of work to which paragraph (2) or (3) of Regulation 46A applies, details of the work which the client considers amounts to 15% of the proposed work: