



FULL PLANS APPLICATION

This form is to be used when intending to carry out building work and making an application for Building Control Approval with Full Plans. **DO NOT USE THIS FORM FOR HIGH RISK BUILDINGS OR FOR NON-STANDARD CONSTRUCTION.** Please refer to the guidance notes at the end of this form. More detailed information on the roles of dutyholders can be found on our website www.guildford.gov.uk/buildingcontrol

1 Applicant's details (the person who is making the application)

I am the: Client Principal Designer Principal Contractor Other

Name

Address

Postcode

Telephone

Email

2 Clients details* (the person for whom the work is being carried out)

Is the applicant a 'Domestic Client'? (a client for whom a project is being carried out which is not in the course or furtherance of a business of that client) Yes No

Name

Address

Postcode

Telephone

Email

3 Principal designers details* (the lead or sole designer)

Name

Address

Postcode

Telephone

Email

4 Principal contractors details* (the lead contractor)

Have you appointed a principal contractor? Yes No If **Yes**, complete the principal contractors details below. If **No** these details must be provided to the Local Authority before the construction phase begins.

Name

Address

Postcode

Telephone

Email

5 Location to which work relates*

Address

Postcode

6 Details of the existing building (where the work relates to an existing building)

Description:

Current use: Residential Commercial Mixed

Current use of each storey:

Height of the existing building: Less than 11m 11-18m Over 18m

The current number of storeys:

7 Proposed work*

Description:

Estimated cost of works: £

8 Details of building after proposed works*

Proposed use: Residential Commercial Mixed
(Where the building comprises more than one use type, please enter details of the proposed use of each storey)

Height of the proposed building: Less than 11m 11-18m Over 18m

The number of storeys in the building after the proposed work:

9 Drainage and water supply (if applicable)

Where the work involves discharge of foul or surface water, or a new water supply/connection:

Is the source of the water to the building from: a water main a private supply a well

Is the foul water to be drained to the: foul sewer cess pool septic tank treatment plant

Is the surface water to be drained to the: soakaway combined sewer watercourse SUDS

10 Building over sewers* – If the answer is **Yes** to any of the following 3 statements – See **Building over sewers** note on page 4.

Is the proposed building footprint within 3m of a drain or sewer that is greater than 225mm diameter? Yes No

Is the proposed building footprint understood to be over a gully, inspection chamber or manhole? Yes No

Does the proposed building footprint cover more than 8m of an existing drain or sewer? Yes No

11 Town & Country Planning Acts

Do the plans correspond to any planning permission granted or applied for?

Yes No

Planning Application No. (if known)

12 Extension of Time and Grant of Approval subject to Requirements

Our standard extension of time period is two months.

Is consent given to an extension of time to issue a decision? Yes No

If you require an extension of time beyond two months, please state the date you require:

Is consent given to plans being granted approval subject to requirements? Yes No

13 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?

Please tick the appropriate box Yes No (if No, see note 9 below)

14 Fire safety order*

Is the **existing building** a building to which the Regulatory Reform (Fire Safety) Order 2005 applies? Yes No

Is the **proposed building** a building to which the Regulatory Reform (Fire Safety) Order 2005 applies? Yes No

15 Commencement of works* - Provide either:

The calendar date when it is proposed the work will reach the point when it is to be regarded as commenced (in accordance with regulation [46A \(lapse of building control approval: commencement of work\)](#)).

AND, 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.

16 Charges (see our current charges for more information) Charges taken

Individual quote
(please quote the reference
number of our quote)

from Table

A **B** **C** **D** **E**

If **Table A**: Number of dwellings:

If **Table B**: Total floor area of new building/extension m²

If **Table C**: Estimated cost of work (ex VAT) £ or number of installations

If **Table D**: Number of commercial units: Total floor area m²

If **Table E**: No of windows Estimated cost of work (ex VAT) £

Total floor area of new building extension m²

Is the work in question exempt from Building Regulations charges? **Yes** **No**

If Yes please provide evidence to support this claim.

Plan charge £ (Inc VAT)

17 Declaration

This application for building control approval with full plans is in relation to the building work etc., as described above. It is submitted in accordance with Regulation 12(2)(b) and I understand that it will not be valid until the correct Plan Fee has been paid.

I / we understand that further applicable charges (such as inspection fees) may become payable by the building owner following the first inspection.

I / we apply for building control approval with full plans as described on this form and as detailed on any supplementary documents.

Signature of applicant (where the applicant is not the client)

Date:

I, the client, confirm I agree to the application being made and that the information contained in the application is correct.

Signature of client (where the client is not the applicant):

Date:

Guidance notes

These notes are for general guidance only. For more information on the requirements of the Building Regulations and for details of our latest fees and charges, please visit our website www.guildford.gov.uk/buildingcontrol

Application for Full Plans Approval - An Application for Full Plans Approval benefits from a full check at design stage for compliance with the Building Regulations. You must submit this type of application if the works involve a building to which the Regulatory Reform (Fire Safety) Order 2005 applies or the work includes the erection of a building that fronts onto a private street.

Plans are only full plans if they consist of:

- a. a description of the proposed building work, renovation or replacement of a thermal element, change to the building's energy status or material change of use;
- b. the plans, particulars and statements required by paragraphs (1), (1A) and (2) of [regulation 13](#).
- c. where paragraph H4 of Schedule 1 imposes a requirement, particulars of the precautions to be taken in building over a drain, sewer or disposal main to comply with the requirements of that paragraph; and
- d. any other plans which are necessary to show that the work would comply with these Regulations.

High Risk Buildings - Applications that are for high-rise residential buildings with at least 7 floors or at least 18 metres in height with 2 or more residential units cannot be accepted by our Building Control team and must be submitted to the Building Safety Regulator. More information can be found [here](#).

Non-standard buildings, for example • In-patient healthcare premises • Industrial buildings containing hazardous substances/processes • Non-standard warehousing • Regulated stands/certificated stadia and indoor sports/music arenas • MMC/Mass timber/volumetric etc.

Clients details* - The client is the person for whom the work is being carried out. A domestic client is a client for whom a project is being carried out which is not in the course or furtherance of a business of that client.

Principal Designer details* - The principal designer is the lead or sole designer appointed under regulation 11D to perform the duties of a principal designer under The Building Regulations etc. (Amendment) (England) Regulations 2023.

Principal Contractor details* - The principal contractor is the contractor appointed under [regulation 11D](#) of The Building Regulations etc. (Amendment) (England) Regulations 2023. These details may not be known at application stage but must be provided before the construction phase begins.

*Information should be provided to us for all dutyholders when known. If this is not available at the time of submission or dutyholders change this should be advised to us in writing using the relevant form available from our website.

Location of Building to which work relates - Please state the full address of the building or site to which the work relates including name/number, road, and postcode where available. If the application is for the creation of a new dwelling for which a new address will be required, please attach a site plan.

Existing use of Building - Where the work consists of work to an existing building, provide a description of the existing building, details of the current use of the building, including the current use of each storey, the height of the building and the number of storeys in the building as determined in accordance with [regulation 6](#) of the Higher-Risk Buildings (Descriptions and Supplementary Provisions) Regulations 2023.

Proposed Work - The details entered here will be used on all correspondence including your completion certificate and will appear in the Local Authority Search. Please include where extensions are located e.g. Single storey rear extension and details of internal alterations e.g. Removal of wall between kitchen and dining room.

Details of Building after Proposed Works - State the proposed use of building (e.g. dwelling, office, factory etc), including the proposed use of each storey, the proposed height of the building and the number of storeys in the building as determined in accordance with [regulation 6](#) of the Higher Risk Buildings (Descriptions and Supplementary Provisions) Regulations 2023.

Building over sewers - Should the answer be 'YES' to any of these questions, consultation with your local water authority will be necessary beyond this application for building control approval with full plans. Work should not commence on site until this consultation has been made and a positive response from the water authority received. Visit [Thames Water](#) for further information.

Town and Country Planning Acts - Persons proposing to carry out building work or make a material change of use of a building are reminded that permission may be required under the Town and Country Planning Acts. You should consult with your council's Planning team before work starts.

Domestic Electrical Work - Work that consists of the installation of a new circuit or the replacement of a consumer unit or any addition or alteration to existing units in a special location should be carried out by a competent person and notified to their scheme. Where the contractor is not registered under a Part P scheme an addition fee will be required for this work.

Fire Safety Order - The Regulatory Reform (Fire Safety) Order 2005 applies to all premises that are 'workplaces' and the common areas of flats and imposes a duty on the 'responsible person' to comply with its requirements. Workplace includes any premises or parts of premises, not being domestic premises, used for the purpose of an employer's undertaking and which are made available to an employee as a place of work.

Calculation and Payment of Charges - Subject to certain exceptions a Full Plans Application attracts charges payable by the person by whom or on behalf of whom the work is to be carried out. Most charges are payable in two stages. The first payment (the Plan Fee) must accompany the application and the second, (the Inspection Fee) is payable after the first site inspection of work in progress. Your application is not valid and will remain on hold until the Plan Fee is received. The second charge is a single payment in respect of the relevant work to cover all site visits and consultations that may be necessary until it is satisfactorily completed. The appropriate charge is dependent upon the type of work proposed. Tables and methods of calculation are set out in the Guidance Note on Charges, which is available on our website at www.guildford.gov.uk/buildingcontrol. There is an expectation that all work will be carried out by a competent professional and completed within 12 months of this submission. If you stop work and resume at a later date, we reserve the right to charge an administration fee. Details of how to pay will be sent to you once this application has been assessed.

Disabled Fee Exemption: Indicate whether the work is to be carried out solely for someone with disabilities or to improve means of access. Proof of eligibility for exemption must be provided with the application and will usually comprise of a medical report. Declaration - Where the application is made by someone on behalf of the client, the client must provide a declaration by

- a. Signing this form, or
- b. Providing a signed statement as a separate document as part of the plans submitted, or
- c. Sending an email from their e-mail address.

Correspondence address

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

Telephone: 01483 444000 Email: buildingcontrol@guildford.gov.uk www.guildford.gov.uk/buildingcontrol



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)