

This form is to be filled in by the person who intends to carry out the building work or his or her agent. If the form is unfamiliar, please read the notes overleaf or contact the office indicated above.

1	Applicant's details: (see note 1)		
	Name:		
	Address:		
	Postcode:	Tel:	Fax:
			Email:
2	Agent's details:		
	Name:		
	Address:		
	Postcode:	Tel:	Fax:
			Email:
3	Location of building to which work relates:		
	Address:		
4	Proposed work:		
	Description:		
	<i>(be specific)</i>		
5	Use of building:		
	1. If this is a new building or extension, please state proposed use:		
	2. If this is an existing building, state present use:		
	3. Is the building used or intended to be used as a workplace which is subject to the provisions of the Regulatory Reform (Fire Safety) Order 2005? (see note 5) Yes <input type="checkbox"/> No <input type="checkbox"/>		
6	Charges (see note 3)	Total no: <input style="width: 50px;" type="text"/>	
	New dwellings including associated garages	£	£
	Garage or carport 40m ² or less	£	£
	Garage or carport over 40m ² but not over 60m ²	£	£
	Domestic extensions 10m ² or less	£	£
	Domestic extensions over 10m ² but not over 40m ²	£	£
	Domestic extensions over 40m ² but not over 60m ²	£	£
	All other building work, total estimated cost	£	£
	Total	£	£
7	Electrical Safety Part P:		
	The electrical work will be designed/installed and tested by :	<input type="checkbox"/> A competent persons scheme	<input type="checkbox"/> An approved contractor who will certify to BS 7671
8	Additional information:		
	Proposed floor aream ²		
	Do you agree that the time for consideration be extended to two months if necessary: Yes <input type="checkbox"/> No <input type="checkbox"/>		

Statement: This notice is given in relation to the building work as described, and is submitted in accordance with Regulation 12(2A)(b). I understand that a further charge will be payable following the first inspection by the local authority unless it has been paid as part of the plan charge.

Name:

Date:

Signature:



Notes

1. Who is the applicant?

The applicant is the person on whose behalf the work is being done, for example the building's owner.

2. Information we need

You should complete one copy of this notice and submit it with plans and particulars in duplicate, in accordance with Building Regulation 14.

Subject to certain exceptions, if Part B (Fire Safety) imposes a requirement in relation to proposed building work, you should send two further copies of plans which show compliance with the requirement.

3. Charges

Subject to certain exceptions, a Full Plans Submission attracts charges payable by the applicant or agent.

Charges are payable in two stages:

- The first payment must accompany the deposit of plans;
- The second payment is required after the first site inspection of work is made.

The second charge is a single payment in respect of each individual building. It covers all site visits and consultations which may be necessary until the work is satisfactorily completed.

The charge depends on the work proposed. Charges and methods of calculation are set out in the Guidance Notes on Charges, available on request.

Schedule 1 in the Guidance Note on Charges shows the plan and inspection charges payable for new dwellings.

Schedule 2 shows the charges payable for small alterations and extensions to a dwelling and the addition of a small garage or carport.

Schedule 3 shows the charges payable for all other work.

4. Drains and sewers

If you propose to erect the building or extension over or near a sewer or drain shown on the map of public sewers, you need to consult Severn Trent Water Ltd.

Subject to the Public Health Act 1936, owners and occupiers are entitled to have their private foul and surface water drains and sewers connected to the public sewers, where available. Special arrangements apply to trade effluent discharge.

5. The Regulatory Reform (Fire Safety) Order 2005

The Regulatory Reform (Fire Safety) Order 2005 applies to all premises that are "workplaces" 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 purposes of an employer's undertaking and which are made available to an employee as place of work.

Further information is available from www.communities.gov.uk/fire

6. Conditions attached to Plans and any other comments to follow separately

Section 16 of the Building Act 1984 say that plans may be passed subject to conditions. The conditions may specify modifications to the deposited plans or that further plans must be deposited, or both.

7. The law on charges and deposit of plans

These notes are for general guidance only. For full details about the deposit of plans, see Regulation 14 of the Building Regulations 2000. For full details about charges, see The Building (Local Authority Charges) Regulations 1998 and the Malvern Hills District Council Scheme of Charges.

8. Town and Country Planning Acts

If you wish to do building work or make a material change of use of a building, you are reminded that you may need permission under the Town and Country Planning Acts.

You can check whether an application is needed by speaking to one of our planning officers.

9. More information

For further information and advice about the Building Regulations and planning matters, please ask.

10. Completion Certificates

The primary responsibility for achieving compliance with the Building Regulations rests with the person carrying out the work.

The issue of a completion certificate is evidence (but not conclusive evidence) that the requirements of the regulations have been satisfied. It is not a warranty of compliance.