STOCKPORT
METROPOLITAN BOROUGH COUNCIL

# FULL PLANS SUBMISSION

The Building Act 1984
The Building Regulations 2010

**Building Control**
**Place Directorate**
Stopford House
Piccadilly
SK1 3XE

Web site www.stockport.gov.uk
Email: building.bc@stockport.gov.uk

This form is to be filled in by the person (or his/her agent) who intends to carry out building work. If the form is unfamiliar please read the notes overleaf or contact Building Control.
**Please use block capitals**.

**1. Applicant's details** (see note 3)
Name:
Address:

Postcode: Tel: Email

**2. Agent's details** (if applicable)
Name:
Address:

Postcode: Tel: Email

**3. Location of building to which work relates**
Address:

Postcode:

**4. Proposed work**
Description (see note 4):

Is the proposed work or any part of it subject to a current LANTAC approval (note 6) **YES** **NO**

**5. Use of building**
If new building or extension state proposed use:

_____
If existing building state present use:

**6. Conditions** (see note 7)
Do you consent to the plans being passed subject to conditions where appropriate? **YES** **NO**

**7. Domestic Electrical Works** (This must be completed where '**Notifiable Electrical**' is to be undertaken)

1. Will a competent electrician who is registered with a Part P self-certifying scheme carry out the electrical installation? **YES** **NO**

*If you are not using a 'Competent Person Scheme' member, by signing this form you are agreeing to have the design, installation & testing carried out in accordance with the Council's and British Standard 7671 requirements (see note 4 & 14)*

2. If **Yes** please supply (if known) their Trade Association (e.g. NICEIC/ECA) and Registration Number:_____

*If no details of your 'Competent Person Scheme' member are supplied, please be aware if you change your mind and do not employ such a person for your electrical works, a separate Building Regulation application may have to be submitted for the electrical works together with the appropriate charge payment. (See Note to Question 7 (1) above and notes 4 & 14).*

**8.** **Charges** (see notes 8 & 11) please ensure you complete **'Inspection Charges Invoice details'** below.

1. If new dwelling(s) - please state number of dwellings: _____ and total: No. of house types: _____
2. If a domestic extension - please state internal floor area: _____ **m²**

2a. If a loft conversion - please state internal floor area: _____ **m²**

2b. If a loft conversion - please confirm if dormer or non dormer loft: _____

3. For alterations associated with domestic extensions specify estimated cost of alteration works: **£**_____
4. If general alteration work only or commercial works - please state the estimated cost of work* excluding VAT: **£**_____

***(*Note – if Question 7(1) above is NO - please include the cost of any 'notifiable' electrical works)***

Provide breakdown of charges due: _____

**Charge: £** **plus VAT at the current rate: £** **Total: £**

**9.** **Inspection Charge Invoice Details** (see note 8)

Upon commencement of works the relevant inspection charge will be invoiced to the applicant unless stated otherwise below:

Name: (including initial)
Address:

Postcode: Tel:

**10.** **Additional information**

1. Do you agree to an extension of time (if necessary) to 8 weeks maximum? **YES** **NO**
2. Do you agree for minor modifications to be made to your application? **YES** **NO**
3. Planning Application number (if applicable): _____
4. Has a Building Regulation rejection been issued previously? **YES** **NO**
5. If the proposal is for new housebuilding, please indicate ownership:

| Private Landlords | Registered Social Landlords | Local Authority |
|---|---|---|
| | | |

**11.** **Statement**

This notice is given in relation to the building work as described, is submitted in accordance with Regulation 12(2)(b) and is accompanied by the appropriate charge, unless the 'Exemption from charges declaration' is signed above.

Name:_____ Signature:_____

Date:

**12.** **Exemption from charges declaration** (to be completed for disabled adaptations only)

I hereby certify that the work in question: -

(a) is solely for the purpose of providing means of access to enable disabled persons to get into a building and to any part of it, or for providing facilities designed to secure their greater health, safety, welfare or convenience and

(b) is to be, or has been, carried out in relation to: -

(i.) a building to which members of the public are admitted (whether by payment or otherwise), or

(ii.) a dwelling, which is or is to be occupied by a disabled person.

('Disabled person' means a person who is within any of the descriptions of persons to whom section 29(1) of the National Assistance Act 1948(a), as extended by virtue of section 8(2)of the Mental Health Act 1959(b), applied but disregarding the amendments made by paragraph 11 of Schedule 13 to the Children Act 1989 (c))

Signed:…….Date:……..

**Note: A charge is required for any other areas of work being carried out that is not solely for the benefit of a disabled person.**

# FULL PLAN APPLICATION GUIDANCE NOTES.

1. One copy of this notice should be completed and submitted with 2copies of the plans and supporting information in accordance with the provisions of Building Regulation 14. Subject to certain exceptions where Part B (Fire Safety) imposes a requirement in relation to proposed building work, two further copies of plans, which demonstrate compliance with the requirements, should be deposited.

2. Persons carrying out building work must give 2 days written notice prior to commencement.

3. The applicant's first name and surname must be included together with the correct postal code. The applicant is the person on whose behalf the work is being carried out, e.g. the building's owner. In the case of other applicants e.g. commercial organisations please include the full details of the organisation and a relevant contact name.

4. Ensure that the works description includes all works to be undertaken – it will be this description that will be listed on our completion certificate (if work is left off the description it can cause you problems if you ever try to sell your property). **This must also include any 'notifiable electrical works' not being installed by a 'Competent Person Scheme member' approved by the O.D.P.M.**

5. Where the proposed work includes the erection of a new building or extension, this notice MUST BE accompanied by the following: -

   (i) a block plan to a scale of not less than 1:1250 showing the size and the position of the building, or building as extended, and its relationship to adjoining boundaries and streets,

   (ii) the provision to be made for the drainage of the building or extension,

   (iii) Where it is proposed to erect the building or extension over a sewer or drain shown on the relative map of public sewers, the precautions to be taken in building over a sewer or drain.

6. LABC Services provides National Type Approval for a range of building types, building systems and major building elements where they are used repeatedly. If the work proposed or any part of it is subject to a LANTAC approval please answer YES and enclose a copy of the appropriate current certificate(s). If there is any variation in this proposal from that shown on the LANTAC type approved plans attention should be drawn to it in a covering letter. Please phone if you require further information on LANTAC.

7. Section 16 of the Building Act 1984 provides for the passing of plans subject to conditions. The conditions may specify modifications to the deposited plans and/or that further plans shall be deposited

8. Subject to certain exceptions a Full Plans Submission attracts charges payable by the person by whom or on whose behalf the work is to be carried out. Most charges are payable in two stages. The first charge must accompany the deposit of plans and the second charge is payable after the first site inspection of work in progress. This second charge is a single payment in respect of each individual building and covers all site visits and consultations that may be necessary until the work is satisfactorily completed.

9. Where existing underground services e.g. gas, electricity, water, telecoms are affected by the proposals, the building owner or contractor must contact the relevant service provider to arrange for their diversion.

10. Where you intend to connect your new drainage systems to the public sewers, or intend to discharge trade effluent to the sewers, you must give not less than 21 days written notice to the appropriate authority.

11. These notes are for general guidance only; particulars regarding the deposit of plans are contained in regulation 14 of the Building Regulations 2000 and, in respect of charges, in the Building (Local Authority Charges) Regulations 1998. Certain building work that is solely required for disabled people may be exempt from charges.

12. The issue of a Building Regulation approval does not operate as an approval for the purpose of any other statutory provision e.g. Party Wall Act, Health & Safety at Work Act etc.

13. 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.

## 14. ELECTRICAL WORKS.

Building Regulations 'Part P – Electrical Safety in Dwellings' apply to electrical works being undertaken to dwellings. All wiring and electrical works must be designed, installed, inspected and tested in accordance with the requirements of BS 7671, the IEE 16th edition wiring guidance.

Failure to comply with these regulations is an offence, and the Council can pursue a prosecution for a fine against any person contravening them and it is also likely that it will not be possible to sell your property.

Full details of these regulations, including the definition of 'notifiable works' can be found in the Approved Document to 'Part P – Electrical Safety in Dwellings'.

Where 'notifiable electrical work' is to be carried out, you are require to either submit a Building Regulation application or to have the works undertaken by a competent electrical contractor registered with the governments '**Part P Competent Persons Self-Certification Scheme' (this should be your preferred option).**

## Competent Persons Self-Certification Scheme.

Where you are using a **Competent Persons Self-Certification Scheme** member – you must answer YES to Question 7 and supply full details of their scheme membership (if known). You are advised to check your contractor out carefully to avoid problems occurring during the works stages. Your approved contractor will ensure that all electrical works comply with the Building Regulations – and therefore this element of work can be excluded from your Building Regulation application.

If you do not know who your **Competent Persons Self-Certification Scheme** member is at the time of submission and you have answered YES – you must ensure that a scheme member is employed. If you change your mind after submitting your application and do not use a **Competent Persons Self-Certification Scheme** member, then you may have to submit a separate Building Regulation application (see notes below) for the electrical works and pay a separate charge payment.

**Your competent electrician will supply you and the Council within 30 days of the electrical works completion a signed *'Building Regulations Self-Certification Certificate'*.** If this certificate is not supplied it will lead you open to enforcement action and no completion certificates will be issued for the works. **For your information the householder should also receive a completed BS7671 Electrical Installation Test Certificate - make sure this is requested and obtained.**

**Please be aware that checks will be made that a Competent Persons Self-Certification Scheme member has been used for the electrical works. Failure to do so will lead you open to enforcement action and no completion certificates will be issued for the works.**

## Building Regulation Application Route.

Works carried out by electricians, who are not a member of a **Competent Persons Self-Certification Scheme** cannot "self-certify" their own work and must therefore submit a Building Regulation application**.**

All electrical work must be designed, installed, inspected and tested in accordance with the requirements of BS 7671, the IEE 16th edition wiring guidance and Building Regulation Part P (Electrical Safety). On completion of works a copy of installers Electrical Installation Test Certificate compliant with BS 7671 is to be provided to the householder and the Council.

**AND**

You must also arrange for a **Competent Persons Self-Certification Scheme** member to undertake sufficient installation inspections (prior to covering of wires etc) and completion testing inspections in accordance with BS7671. Sufficient inspections are to be made to allow the ***'Competent Person'*** to sign a 'Electrical Installation Test Certificate' compliant with BS 7671 and any defective work found will have to be corrected as required. In all cases this certificate must also be provided to the Council with a copy provided to the building owner.

**If your contractor fails to have the second tests / installation checks carried out and provide both the above BS7671 test certificates on completion – no completion certificate will be issued and enforcement action may be taken against the householder.**