

## BUILDING REGULATIONS FULL PLANS APPLICATION FORM GUIDANCE NOTES

Please also refer to our Guidance Note for the roles and responsibilities of the relevant Duty Holders. This can also be found on our website.

1. The applicant is the person on whose behalf the work is being carried out, for example, the building's owner. In the case of other applicants, for example, commercial organisations please include the full details of the organisation and a relevant contact name.
2. The description should include all works to be carried out. If work is left off the description, it can cause you problems when you try to sell your property.
3. 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.
4. Your application will be processed as quickly as possible but, particularly where we have to consult with the Fire Authority, it may not be possible to give a decision within the required five weeks. You are asked therefore to agree to extend this period to two months.
5. The Full Plans charge is calculated in accordance with the current Scheme of Fees and Charges and is payable in 2 parts. A 'Plan Charge' is paid on deposit of the plans and an inspection charge after the first inspection (this charge will cover all subsequent inspections). Guidance can be found in the Scale of Fees and Charges for Building Control.
  - Quote for fees for works outside the range of these Schedules can be arranged upon written request
6. This section should provide details of the individual(s) responsible for the fee. If the customer is a Ltd company, the company details should be entered here together with contact details of the relevant individual or department. If the company is a partnership, company details should be entered together with details of the partners.
7. Particulars regarding the submission of Full Plans
  - Applications are contained in Regulation 14 of the Building Regulations 2010 (as amended).

### **Additional Notes**

8. One copy only of this form should be completed and submitted.
9. Full plans should consist of drawings, specifications and calculations if necessary. Detailed plans should be at a scale of not less than 1:100.
10. Site location plans must be of a scale of not less than 1:1250 and show
  - The size and position of the building and the relationship to the adjoining boundaries together with site dimensions.
  - The width and position of adjoining streets

- Drainage for both foul and surface water
  - Precautions to be taken if building over (within 3m) of a public sewer or drain. (You may be required to enter into a Legal agreement with United Utilities).
11. Subject to certain provisions of the Water Industry Act owners and occupiers of premises 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. Persons wishing to make such connections must give not less than 21 days' notice to the appropriate authority.
  12. A Full Plans Application shall cease to have effect from three years after it is given to the local authority unless the work has been commenced before the expiry of that date.
  13. Persons proposing to carry out building work or make a material change of use of a building are reminded that separate permission may also be required under the Town and Country Planning Acts.
  14. Once you have submitted your application form, it is your responsibility to inform the local authority of the commencement of works and to book the first visit.
  15. **Applications for work which is exclusively for people with disabilities.**

In order for works to be exempt from charges they must comprise of:

#### **Alterations which are:-**

1. solely for the purpose of providing means of access to enable disabled persons to get into or out of an existing building and to or from any part of it or from any part of it or of providing facilities designed to secure the greater health, safety, welfare or convenience of such persons; and
2. is to be carried out in relation to:
  - a) An existing building to which members of the public are admitted. or;
  - b) An existing dwelling which is, or is to be, occupied by a disabled person

#### **Extensions to a dwelling, which the sole use of the room is:-**

1. For the carrying out of medical treatment of a disabled person which cannot reasonably be carried out in any other room in the dwelling; or
  2. for the storage of medical equipment for the use of a disabled person; or
  3. to provide necessary accommodation or a necessary facility by adapting or replacing accommodation or a facility which already existed within the building which was incapable of being used, or used without assistance, by the disabled person.
16. Electrical work that is notifiable to Building Control under Part P of the Regulations must be carried out in accordance with those Regulations by a competent person who is registered with one of the following: BRE Certification Limited; British Standards Institute; ELECSA Limited; NICEIC Certification Ltd; N.A.P.I.T. (Please see the Electrical Safety Advice Note available from Bolton Building Control Services)
  17. The Council will require that you provide certification of satisfactory testing and inspection for all work not carried out under the Competent Persons Scheme. This requirement may unfortunately increase the cost to the applicant and may cause a delay (arranging for another electrician to carry out an inspection and test). Any electrical installation undertaken by someone who is not registered with NICEIC or ECA must provide an installation certificate, together with a test certificate prepared by a member of NICEIC or ECA.

## **BS 7671 Electrical Certificates for new installations, rewires and adding new circuits to an existing installation**

If the electrical contractor **is** a member of NICEIC or ECA, they must complete an **Installation Certificate (Form 1)**

If the electrical contractor **is not** a member of NICEIC or ECA, they must complete the **Design and Construction parts of the Installation Certificate (Form 2)** (as amended) **and** you are required to arrange for an electrical contractor who is a member of the NICEIC, ECA or Competent Persons Scheme to inspect and test the installation to enable them to complete the **Inspection and Testing** part of the form.

In both instances the electrical contractor is required to complete **Schedule of Inspection (Form 3)** and **Schedule of Test Results (Form 4)**

### **Additional Sockets or Lighting points to all existing installation in a kitchen or special location.**

If the electrical contractor is a member of NICEIC, ECA or is qualified with City and Guilds Certificate 2391, they must complete the **Minor Works Certificate (Form 5)**.

**Completed copies of the appropriate forms must be deposited with the Authority upon Completion of the work; failure to do so will prevent the Authority from issuing a Completion Certificate and may lead to Enforcement action taken against you and/or your electrical contractor.** Homeowners would be advised not to pay contractors until these electrical work certificates have been provided and the building work complies with the Building Regulations.

**You are advised that the preferred route to approval is for you to use an electrical contractor who is registered under a Competent Persons Self Certification Scheme.**

18. Work on or close to party walls etc is controlled by the Party Wall Act 1996. This places a duty on the owner(s) of the building where the work is being carried out to give notice to any affected neighbour(s). You are advised to consider the impact of the Party Wall Act 1996 and serve any appropriate notices. The Council does not enforce the Party Wall Act; it is a civil matter between neighbours. Agents should advise their clients accordingly.

### **Having Difficulty?**

If you require any further information or advice, please contact [building.control@bolton.gov.uk](mailto:building.control@bolton.gov.uk)