

*This form is to be filled in by the owner or agent. Please type or use block capitals. If you are unfamiliar with this form please read the notes on the reverse side or consult the office indicated above.*

### 1 APPLICANT'S DETAILS (see Note 1) (Please give details of names in full)

Mr/Mrs/Ms Surname \_\_\_\_\_ Forenames \_\_\_\_\_

Address \_\_\_\_\_

Postcode: \_\_\_\_\_ Tel: \_\_\_\_\_ e-mail: \_\_\_\_\_

### 2 AGENT'S DETAILS (if applicable)

Mr/Mrs/Ms Surname \_\_\_\_\_ Forenames \_\_\_\_\_

Address \_\_\_\_\_

Postcode: \_\_\_\_\_ Tel: \_\_\_\_\_ e-mail: \_\_\_\_\_

### 3 LOCATION OF BUILDING TO WHICH WORK RELATES

Address \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_ Postcode: \_\_\_\_\_ Tel: \_\_\_\_\_ Fax: \_\_\_\_\_

### 4 DETAILS OF LOCAL AUTHORITY WHERE BUILDING WORK IS LOCATED:

Please give details of Local Authority (if known) \_\_\_\_\_

\_\_\_\_\_

### 5 PROPOSED WORK

Description \_\_\_\_\_

\_\_\_\_\_

Date of commencement (if known) \_\_\_\_\_

### 6 USE OF BUILDING

1. If new building or extension please state proposed use: \_\_\_\_\_

2. If existing building state present use: \_\_\_\_\_

### 7 CONDITIONS (see note 5)

Do you consent to the plans being passed subject to conditions where appropriate?

YES / NO

### 8 CHARGES

Total estimated cost of work £ \_\_\_\_\_ (excluding VAT)

Plan Fee Charge £ \_\_\_\_\_ plus VAT £ \_\_\_\_\_ Total £ \_\_\_\_\_

### 9 DOMESTIC DWELLINGS

1. Has the dwelling been extended since its original construction (include any garages or outbuildings)

YES / NO

2. If Yes please give details \_\_\_\_\_

### 10 EXTENSION OF TIME

Do you agree to extend the period of time to issue a decision from 5 weeks up to 2 months if necessary?

YES / NO



**11 DISABLED PERSONS (see Note 8)**

Are these works solely to provide; Unpaid access into/within an existing building, or to secure the greater; Health, Safety & Welfare of a disabled person? **YES / NO**



INVESTORS IN PEOPLE

**12 STATEMENT**

This notice is given in relation to the building work as described, and is submitted in accordance with Regulation 12 and is accompanied by the appropriate fee. I understand that further charges will be payable following the first inspection by the Local Authority where the building work is located.

Name: \_\_\_\_\_ Signature: \_\_\_\_\_ Date: \_\_\_\_\_

---

**NOTES**

1. The applicant is the person on whose behalf the work is being carried out, i.e. the building's owner, and is the person who will be responsible for the payment of the inspection charge, where this is appropriate. This section must be fully completed in all cases.
2. One copy of this notice should be completed and submitted with plans and particulars, in accordance with the provisions of Building Regulation 14.
3. Subject to certain exceptions a Full Plan Submission attracts charges payable by the person by whom or on whose behalf the work is to be carried out. Charges are made in two stages. The first payment must accompany the deposit of plans and the second payment is due after the first site inspection of work in progress. This second charge is a single payment in respect of each individual building to cover all site visits and consultations which may be necessary until the work is satisfactorily completed.

In the case of certain small extensions or alterations, both the plan and inspection charges are payable at the time the plans are deposited.

Charges are dependent upon the type of work proposed (See Advice Notes 1-3)

4. Subject to certain provisions of the Building Act, 1984, 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 Authority.
5. 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.
6. Persons proposing to carry out building work demolition, or make a material change of use of a building are reminded that permission may be required under the Town and Country Planning Acts.
7. Permission will be required where it is proposed to erect the building or extension, over a sewer or drain shown on the map of public sewers.
8. In order for works to be exempt from charges they must comprise of; an alteration and/or an extension undertaken to improve disabled access/egress to a building, or solely to provide greater health & welfare of disabled persons.
9. 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.

Further information and advice concerning Building Control and Planning matters may be obtained from [www.bolton.gov.uk](http://www.bolton.gov.uk) Tel: 01204 336033 Email: [building.control@bolton.gov.uk](mailto:building.control@bolton.gov.uk)