

**FULL PLANS
APPLICATION**

This form is to be filled in by the person who intends to carry out the work or agent. If the form is unfamiliar please read notes on the reverse side or consult the office indicated. Please type or use **BLOCK CAPITALS**.

1 Applicant or Owner

Forename and Initials (required): Surname:
 Company Name (if applicable):
 Address:
 Post Code: Tel:
 Mobile Tel: E-mail Address:

2 Agent or Architect (if applicable)

Name:
 Address:
 Post Code: Tel:
 Mobile Tel: E-mail Address:

3 Location of building to which the work relates

Address:
 Post Code:

4 Proposed Work

Description:

5 Use of Building

If new building, or extension, please state proposed use:
 If existing building, please state present use:
 Does the Regulatory Reform (Fire Safety) Order 2005 (RRO) apply to the building, or will it apply after the completion of the building work? Yes No

6 Conditions/Extension of Time/Completion Certificate

Unless you advise otherwise, it is accepted that your application may be determined within two months, conditionally approved, and you will receive certification following satisfactory completion of the building work.

7 Fees and Payments (for details of charges, please see separate Building Control Charges sheet)

Are the works for the benefit of a disabled person? Yes No
 If **YES**, a fee **may** not be required, see Guidance Note 7a?
 If resubmitting a previously rejected application, please quote original application number. [] / [] / []

Type of Work/Schedule

1. Schedule 1 - For new housing, state number of dwellings:	Under 300m ² <input type="checkbox"/>	Over 300m ² <input type="checkbox"/>	Plan Charge
2. Schedule 2 - For extensions and new buildings, please state floor area:	[] m ²		£ []
3. Schedules 2 & 3 - For alterations, please state estimated cost of work excluding VAT:	£ []		£ []

Note: For categories 2, & 7-15 (Schedule 2) and categories 1-2 (Schedule 3), please enter plan charge only.

All electrical work associated with domestic applications must meet the requirements of Part P (Electrical Safety).

Is all electrical work to be carried out by a 'Competent Person Scheme Member' or a person qualified to complete a BS 7671 Installation Certificate, a copy of which will need to be supplied to Building Control. Yes No
 If **NO**, please ensure that sufficient notice is given to allow Building Control to carry out first fix inspection. The testing of the electrical installation is required upon completion.

8 Statement

This notice, given in relation to the building work as described, is submitted in accordance with the Building Regulation 12(2) (b) and is accompanied by the appropriate fee including VAT.
 I understand that further fees will be payable following the first inspection by the Local Authority unless previously paid.

Name: Signature: Date:

Information: Any building works within 6 metres of a neighbouring homes foundation or to an existing party wall may require you to notify the owner of that property of your intentions, at least one month before you start work. Work to an existing party wall requires you to give at least two months notice of your intentions. If consent to carry out the work cannot be reached procedures dealing with any dispute should be followed. (Party Wall Act 1996)

GUIDANCE NOTES (Full Plans)

Submitting the Application

- a) Supply one copy of the form completed together with two copies of all plans and any supporting calculations.
- b) Two additional copies of all relevant plans, which demonstrate compliance with fire safety requirements, are required to be submitted where work is to be carried out to a building, which the Regulatory Reform (Fire Safety) Order 2005 (RRO) applies, or will apply after the completion of the building work. (See Section 5)
- c) Detailed plans and sections should be drawn to a recognisable scale normally not less than 1:100; 1:200 is permissible where the proposed building is extensive.
- d) The Building Control Service welcomes discussions on draft proposals prior to their formal submission as full applications.
- e) Plans can also be sent by e-mail: buildingcontrol@barnsley.gov.uk

Section 1: Applicant or Owner

Section 2: Agent or Architect

You, the applicant/owner, may complete these forms yourself or you may employ an agent/architect to do them for you. If an agent completes the form, all correspondence from this Department will be sent to them. In supplying details of mobile/other telephone numbers and e-mail addresses, it is accepted that these may be used to contact you.

Please note: Unless the application is on behalf of a company, a forename is essential to allow us to process this application. The forename of the person to whom any invoice should be addressed **MUST** to be provided.

Section 3: Location of Building

As well as stipulating the address of the building to which the work relates, you must submit a location plan with your application showing the site, highlighted in red, and all adjoining roads and properties. The location plan should be to a recognisable scale of a scale not less than 1:1250 and, where the application relates to new housing, should show the direction of north.

Section 4: Proposed Work

- a) Briefly describe the proposed building works stating the number of storeys, e.g. two storey kitchen/bedroom extension, single storey factory unit, etc.

Section 5: Use of Building

- a) Indicate the present and proposed use of the building, e.g. dwelling, factory, etc.
- b) Buildings to which the **Regulatory Reform (Fire Safety) Order 2005 (RRO)** will apply include offices & shops, factories & warehouses, sleeping accommodation, residential care premises, education premises, places of assembly, theatres & cinemas, healthcare premises, transport premises and to the common parts of buildings containing residential flats.

A Full Plans application MUST be made where work is to be carried out to a building which the Regulatory Reform (Fire Safety) Order 2005 (RRO) applies, or will apply after the completion of the building work.

Section 6: Conditions/Extension of Time

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/details/calculations shall be deposited.

The Council aims to give a decision within 5 weeks and will only use the additional period of time where unavoidable delays occur.

Section 7: Fees and Payments

- a) No fees are required to be paid if the work is solely for the purpose of providing access and facilities for disabled persons. Satisfactory proof of disability is required.
- b) No plan fee is required for resubmitted applications. Ensure original application number is quoted.
- c) Where fees are based upon the estimated cost of the work, you must give the full estimated cost of all the works. This should not include professional fees or VAT.
- d) Completed applications should be emailed, posted or hand delivered to our duty officer using the details below.

Fees can be paid by debit or credit card by calling **(01226) 772678** between 9am to 5pm Monday to Thursday, and 9am to 4:30pm on Fridays. Please have your card details ready before calling.

If paying an invoice, please call the number on the reverse of the invoice.

Please Note:

Prior to completion the council must be satisfied that Part P has been complied with. All electrical work must be designed, installed, inspected, and tested by a 'Competent Person Scheme' Member approved by Communities and Local Government (C.L.G.).

The above also includes any installer not registered with a Part P Competent Persons self-certification scheme but is qualified to complete a BS 7671 Installation Certificate, a copy of which will need to be supplied to Building Control.

FURTHER INFORMATION

If you still have any questions you can contact us:

In person: We provide a drop-in service at Westgate Plaza One (ground floor reception area), Westgate, Barnsley, S70 2DR Monday to Friday, 9:30am to 1pm.

Telephone: (01226) 772678 between 9am to 5pm Monday to Thursday, and 9am to 4:30pm on Fridays.

E-mail: buildingcontrol@barnsley.gov.uk

Applications and correspondence should be sent to: Building Control Services, Place Directorate, Barnsley MBC, PO Box 634, BARNSLEY, S70 9GG.

Website: www.barnsley.gov.uk/buildingcontrol