

# Full Plans Application

Building Regulations 2010 Building Act 1984



If you would prefer correspondence by **email**, please provide your address where indicated\*.

Rochford District Council  
Council Offices, South Street  
Rochford, Essex SS4 1BW

## Planning Services

<b>1</b>	<b>Applicant's Details</b>	<b>2</b>	<b>Agents Details</b> (if applicable)
	Name _____		Name _____
	Address _____		Address _____
	_____		_____
	Postcode _____		Postcode _____
	Phone _____ Fax _____		Phone _____ Fax _____
	Email* _____		Email* _____
<b>3</b>	<b>Location of Building Work</b>		
	Address _____		
	Postcode _____	Phone _____	Fax _____
<b>4</b>	<b>Proposed Work – Description</b> Number of storeys in building _____		
<b>5</b>	<b>Use of Building</b> Existing _____ Proposed _____		
<b>6</b>	<b>Planning Application Reference Number</b> (if applicable) _____		
	Do the works affect a Listed Building or a site in a Conservation Area?      Yes <input type="checkbox"/> No <input type="checkbox"/>		
<b>7</b>	<b>Completion Certification</b> – will be issued on satisfactory completion of works		
<b>8</b>	<b>Fire Safety Order</b> – Is the building designated?      Yes <input type="checkbox"/> No <input type="checkbox"/>		
	A 'designated' building is subject to the Regulatory Reform (Fire Safety) Order 2005, i.e. non-domestic properties, common areas of flats and homes in multiple occupation, etc,		
<b>8a</b>	<b>Do you consent to?</b>		
	(a) the plans being passed subject to conditions where appropriate	Yes <input type="checkbox"/>	No <input type="checkbox"/>
	(b) an extension of the statutory time limited by three weeks if necessary?	Yes <input type="checkbox"/>	No <input type="checkbox"/>
<b>9</b>	<b>Statement</b>		
	This form is to be completed by the person intending to carry out the works, ie the owner, or their agent. This notice is given in relation to the building work as described, is submitted in accordance with Regulation 12 and is accompanied by the appropriate fee. I understand that further fees will normally be payable following the first inspection of the work by the local authority.		
	Name _____	Signature _____	Date _____

# Building Regulation Charges

## The Building (Local Authority Charges) Regulations 2010

Please complete the appropriate section(s) below.

For details of our charges see "Building Control Charges" leaflet.

### New Housing (Table A)

Number of houses in the scheme	_____	Fee enclosed	£ _____
Number of flats in the scheme	_____		£ _____
Conversion to a house or flat	_____		£ _____

### Domestic Extensions, Garages and Carports (Table B)

Single storey extension(s) – floor area	_____ m <sup>2</sup>	Fee enclosed	£ _____
2 or 3 storey extension(s) – floor area	_____ m <sup>2</sup>		£ _____
Detached Building – floor area	_____ m <sup>2</sup>		£ _____
Loft conversion – floor area	_____ m <sup>2</sup>		£ _____
All other work – estimated cost	£ _____		£ _____

### Non-Domestic Work (Table C)

Single storey extension(s) – floor area	_____ m <sup>2</sup>	Fee enclosed	£ _____
2 or 3 storey extension(s) – floor area	_____ m <sup>2</sup>		£ _____
All other work – estimated cost	£ _____		£ _____
<b>Total Full Plans fee enclosed (including VAT)</b>			£ _____

**Multiple work reductions:** where it is proposed to carry out more than one type of work at the same time the charge for the cheaper work may be reduced by 50%. If you are unsure please call.

## Full Plans Guidance Notes

### Plans

- (1) One copy of the application form should be completed and submitted together with 2no. copies of the plans and particulars. 4no. copies of the plans and particulars should be submitted for non-domestic works.
- (2) A location plan to a scale of not less than 1:1250 should be submitted with the application.
- (3) Applications can be submitted electronically by using our online e-form or by email.

### Fees

Full Plan application fees are generally payable in 2no. stages. The plan fee must accompany the application and covers plan checking and consultations. We will invoice you for the inspection fee which is payable after our commencement of works and covers all anticipated site visits.

Payment can be made with credit/debit card by calling 01702 318191, by cheque made payable to Rochford District Council or by cash at our reception. If you decide to withdraw your application, whatever the reason, there will be a minimum charge of £36.00 to cover administration costs.

### Building Control Charges

The Building Control Charges have been set by the Authority taking into account:

- the time spent by the Authority in carrying out their function;
- that the building work does not consist of, or include, innovative or high risk construction techniques;
- that the duration of the building work from commencement to completion does not exceed 12 months;

- that the design and building work is undertaken by a person or company that is competent to do so.

If not, the work may incur additional charges.

### Domestic Electrical Work

Domestic electrical works may now need building regulation approval if they are not undertaken by a 'Competent' Electrician for further details please contact Building Control Dept.

### Completion Certificate

Applicants should note that a request to inspect completed building works should be received by the Council within five years of the original notice of works or full plans application. If a request is received outside of this time, an inspection may be made at the absolute discretion of the Council and an additional fee shall be payable in this respect.

### Planning Permission

If you are intending to carry out building works or make a material change of use of a building you may need Planning Permission. You can obtain guidance from our Planning section on 01702 318191.

### Expiry Date

A Full Plans application shall cease to have effect from three years after it is given to the Local Authority unless the work has commenced before the expiry of that period.

### General Guidance Only

These notes are for general guidance only; particulars regarding the deposit of plans are contained in Regulation 13 of The Building Regulations 2010 and in respect of fees, in The Building (Local Authority Charges) Regulations 2010.