

Working for you

**BUILDING REGULATIONS FULL PLANS SUBMISSION**

Receipt No. ....

*This form should be filled in by the person (or agent) who intends to carry out building work. Please read the notes overleaf first. To speed the processing of your submission please submit FOUR COPIES of plans for all non-domestic work.*

<b>1</b>	<b>Applicant's details</b> (see note 1)	<b>Agent's details</b>
	Forename: _____	Name: _____
	Surname: _____	Address: _____
	Address _____	_____
	Postcode: _____	Postcode: _____
	Tel: _____ Fax: _____	Tel: _____ Fax: _____
	email: _____	email _____
<b>2</b>	<b>Location of building to which work relates</b>	
	Address: _____	
	Postcode: _____	Tel: _____ Fax: _____
<b>3</b>	<b>Proposed work</b>	
	Description: _____	
	Planning Permission Reference (if applicable): _____	
<b>4</b>	<b>Use of building</b>	
	1 If new building or extension please state proposed use: _____	
	2 If existing building state present use: _____	
	3 Is the building to be put, or intended to be put, to a use to which the Regulatory Reform (Fire Safety) Order 2005 applies, or will apply after the completion of the building work (see note 5)?	
		YES/NO
<b>5</b>	<b>Conditions</b>	
	Do you consent to the plans being passed subject to conditions where appropriate? _____	
		YES/NO
<b>6</b>	<b>Domestic Electrical Installations</b>	
	1 Does this work involve the provision, extension or alteration of a domestic electrical installation? _____	
		YES/NO
	2 If 'YES' will this work be undertaken by an electrician who is registered with a recognised "Competent Persons" Self-Certification Scheme? _____	
		YES/NO
<b>7</b>	<b>Means of water supply</b>	
	Yorkshire Water mains? (see note 13) _____	
		YES/NO
<b>8</b>	<b>Fees</b> (see note 1)	
	1 If Schedule 1 work please state the total number of dwellings and types - Total: _____	No. of types: _____
	2 If Schedule 2 work please state floor area where appropriate: _____ m <sup>2</sup>	
	3 If Schedule 3 work please state the estimated cost of work excluding V.A.T.: £ _____	
	Plan Fee: £ _____	plus V.A.T.: £ _____ Total: £ _____
<b>9</b>	<b>Extension of time</b> (see note 10)	
	Do you consent to an extension of the period within which a decision must be given from 5 weeks to 2 months? _____	
		YES/NO
<b>10</b>	<b>Statement</b>	
	This notice is given in relation to the building work as described, and is submitted in accordance with Regulation 12(2)(b) and is accompanied by the appropriate fee. I understand that further fees will be payable following the first inspection by the local authority.	
	Name: _____	Signature: _____ Date: _____

**Department of Development Services**

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## Notes

1. The applicant is the person on whose behalf the work is being carried out, e.g. the owner. The applicant's full name and address must be provided.

2. One copy of this notice should be completed and sub-mitted with plans and particulars in duplicate 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.*

3. Where the proposed work includes the erection of a new building or extension, this notice shall be accompanied by the following:

3.1 a block plan of a scale of not less than 1:1250 showing:-

3.1.1 the size and position of the building, or the building as extended, and its relationship to adjoining boundaries.

3.1.2 the boundaries of the curtilage of the building, or the building as extended, and the size, position and use of every other building or proposed building within that curtilage.

3.1.3 the width and position of any street on or within the boundaries of the curtilage of the building or the building as extended.

3.1.4 the provision to be made for the drainage of the building or extension.

4. Subject to certain exceptions a Full Plans Submission attracts fees payable by the person by whom or on whose behalf the work is to be carried out. Fees are payable in two stages. The first fee must accompany the deposit of plans and the second fee is payable after the first site inspection of work in progress. This second fee 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.

Schedule 1 prescribes the plan and inspection fees payable for small domestic buildings. Schedule 2 prescribes the fees payable for small alterations and extensions to a dwelling home, and the addition of a small garage or carport. Schedule 3 prescribes the fees payable for all other cases.

The appropriate fee is dependent upon the type of work proposed. Fee scales and methods of calculation are set out in the Guidance Notes on Fees which is available on request.

5. Subject to certain provisions of the Public Health Act 1936 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.

6. The Regulatory Reform (Fire Safety) Order 2005 applies to all premises except: "Single family dwelling houses and alterations and extensions to the same".

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. These notes are for general guidance only, particulars regarding the deposit of plans are contained in Regulation 14 of the Building Regulations 2010 and, in respect of fees, in the Building (Local Authority Charges) Regulations 2010.

9. 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.

10. Further information and advice concerning the Building Regulations and planning matters may be obtained from your local authority.

11. Section 16 of the Building Act 1984 also requires Deposited Plans to be passed or rejected within 5 weeks of deposit or such extended period (expiring not later than 2 months from the deposit of the plans) as may be agreed in writing.

12. If you need to provide electronic information in respect of this application please send it to the following email address: [ippu@harrogate.go.uk](mailto:ippu@harrogate.go.uk)

13. Applicants are required to provide details of the water supply to the property. Yorkshire Water mains. Private water supply (borehole, spring, well).