

Full Plans Submission Guidance Notes

- 1 The applicant is the person on whose behalf the work is being carried out, eg the building's owner.
- 2 Two copies of this notice should be completed and submitted with plans and particulars in duplicate in accordance with the provisions of Building Regulation 13.

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 Subject to certain exceptions a Full Plans Submission attracts charges payable by the person by whom or on whose behalf the work is to be carried out. Charges are payable in two stages. The first must accompany the deposit of plans and the second is payable after the first site inspection of work in progress. The second charge is a single payment in respect of the relevant work to cover all site visits and consultations which may be necessary until the work is satisfactorily completed. **This second charge will be invoiced directly to the Applicant as completed in section 1 of this form.**

The appropriate charge is dependent upon the type of work proposed. Charges scales and methods of calculation are set out in the Guidance Notes on Charges, which is available on request from the council.

- 3.1 The Charges Schedule 1 sets the plan and inspection charge payable for small domestic buildings.
- 3.2 Schedule 2 sets the charges payable for small alterations and extensions to a dwelling home and the addition of a small garage or carport.
- 3.3 Schedule 3 sets the charge payable for all other cases.
- 4 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.
- 5 The Regulatory Reform (Fire Safety) Order 2005 applies to all premises that are 'workplaces' and imposes a duty on the responsible person to comply with its requirements. Workplace includes any premises or parts of premises, not being domestic premises, used for the purposes of an employer's undertaking and which are made available to an employee as a place of work.
- 6 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.
- 7 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 charges, in The Building (Local Authority Charges) Regulations 2010
- 8 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 & Country Planning Acts.
- 9 Further information and advice concerning Building Control and Planning matters may be obtained from Epping Forest District Council, or from our website www.eppingforestdc.gov.uk/planning
- 10 Unless the building will have a designated use under the Fire Precautions Act the Council may only issue a completion certificate when requested to do so at the time of submission of a Full Plans Application.
- 11 At the time of application you may indicate your agreement to an extension of time should this become necessary. This will not affect the order in which your application is dealt with. The prescribed period for dealing with your application cannot be extended to more than 2 months from submission.