

Notes to Accompany a Full Plans Application Form

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 should be deposited.
3. 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.
4. LABC Services provides a Partner Authority Scheme and also a National Type Approval for a range of building types, building systems and major building elements where they are used repeatedly. If this proposal is to use the Partnering scheme please answer YES in Section 4 and provide further details, including the name of the Partner Authority. If the work proposed, or any part of it is subject to a LANTAC approval please answer YES in Section 4 and enclose a copy of the appropriate current certificate(s). If there is any variation in this proposal from that shown on the LANTAC type approved plans attention should be drawn to it in a covering letter. Further information on LANTAC schemes is available from your local Building Control Services office.
5. Premises currently designated for the purpose of the Fire Precautions Act 1971 are :
 - Premises with the Fire Precautions (Hotels and Boarding Houses) Order 1972.
 - Premises within the Fire precautions (Factories, Offices, Shops and Railway Premises) Order 1989.
 - A workplace defined in Regulation 17(3)(a) of the Fire Precautions (Workplace) Regulations 1997 ie any premises, not being domestic premises, used for an employers undertaking (NB there are exceptions)
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 14 of the Building Regulations 2000 and, in respect of charges in the Building (Local Authority Charges) Regulations 1998.
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 and Country Planning Acts.
9. Further information and advice concerning the Building Regulations and planning matters may be obtained from the local authority.