

**APPLICATION FOR BUILDING REGULATION CONSENT**

*full plans procedure*

(The Applicant is responsible for payment of inspection fees where applicable. An invoice will be sent on commencement of work)

**1 Applicant's details** PLEASE MAKE CHEQUES PAYABLE TO EHDC

Name: (block letters) \_\_\_\_\_ (Mr/Mrs/Miss) Agents Name (if any): \_\_\_\_\_  
 Address: \_\_\_\_\_ Address: \_\_\_\_\_  
 \_\_\_\_\_ Address: \_\_\_\_\_  
 \_\_\_\_\_ Address: \_\_\_\_\_  
 Post Code: \_\_\_\_\_ Post Code: \_\_\_\_\_  
 Contact Telephone No: \_\_\_\_\_ Telephone No: \_\_\_\_\_

**2 Proposed work**

\_\_\_\_\_ Number of storeys in building: \_\_\_\_\_  
 \_\_\_\_\_

**3 Location of building to which work relates**

Address of site: \_\_\_\_\_

**4 Use of building**

1. If new building or extension please state proposed use: \_\_\_\_\_  
 2. If existing building state present use: \_\_\_\_\_  
 3. Is the building to be/or intended to be, put to a use where the Regulatory Reform (Fire Safety) Order 2005 applies (\*see over)? YES/NO

**5 Drainage** Mode of: a) Foul drainage Sewer or Other (if Other, please specify) \_\_\_\_\_  
 b) Surface water drainage Mains or Soakaway

**6 Charges:** NB Please refer to the relevant schedule on the separate 'Guidance Note on Charges'.

<p><b>New houses and flats (Schedule 1)</b></p> <p>Number of dwelling units _____</p> <p>Charge £ _____</p> <hr/> <p><b>Extensions (Schedule 2)</b></p> <p>not exceeding 6 square metres <input type="checkbox"/></p> <p>not exceeding 40 square metres <input type="checkbox"/></p> <p>not exceeding 60 square metres <input type="checkbox"/></p> <p>See schedule 3, but minimum charge applies exceeding 60 square metres <input type="checkbox"/></p> <p>Floor Area: _____</p> <p>Charge £ _____</p>	<p><b>Attached or detached garage/carport (Schedule 2)</b></p> <p>not exceeding 40 square metres <input type="checkbox"/></p> <p>not exceeding 60 square metres <input type="checkbox"/></p> <p>Floor area: _____</p> <p>Charge £ _____</p> <hr/> <p><b>Rooms in roof space (Schedule 3)</b>  <small>(see Note re. minimum charge)</small></p> <p>Total Estimated cost £ _____</p> <p>Charge £ _____</p> <hr/> <p><b>Other Work (Schedule 3)</b></p> <p>Total Estimated cost £ _____</p> <p>Charge £ _____</p>
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For attached or detached garages exceeding 60 square metres, domestic alterations and work to all commercial premises, charges are based on the estimated cost of the work. **(Schedule 3)**

If this application is a re-submission of a rejected plan, please quote number: FP: \_\_\_\_\_

**7 Extension of time - Conditional Approval**

If the circumstances permit do you wish the Council to issue a Conditional Approval? YES/NO  
 Do you agree to an extension of time if this is required by the Council? YES/NO

**8** Date: \_\_\_\_\_ Signed: \_\_\_\_\_ Applicant/Agent \_\_\_\_\_

OFFICE USE  
**XBC**

NOTE: In addition to Building Regulations, you may be required to obtain permission under the Town and Country Planning Acts.

PLEASE TURN OVER FOR GUIDANCE NOTES

Bid Full Plans form RW 07/03

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## NOTES FOR THE GUIDANCE OF APPLICANTS

ALL PLANS should show full and complete details of the construction of works proposed and all materials or fittings to be used. They should be drawn in ink or reproduced in a clear and intelligible manner on suitable durable material (tracing paper is not acceptable).

ALL PLANS must be submitted in DUPLICATE. If the use of the building is designated (see below) then FOUR copies of plans are required

A PLAN OF ANY BUILDING should generally be drawn to a minimum scale of 1:100 showing the layout of each floor. Section through the building and the elevations of a building as seen from the outside. See detailed requirement below. A Block Plan and a Key Plan will also be required.

The following information should be indicated on the Plans:-

Use of Building	Use of Building - The Regulatory Reform (Fire Safety) Order 2005 applies to: <ul style="list-style-type: none"><li>• The Majority of premises and workplaces in the UK. It also applies to common areas of flats.</li></ul> The Order does not apply to: <ul style="list-style-type: none"><li>• Dwellings, underground parts of mines, building sites and military sites.</li></ul>
Plan of Each Floor	<ol style="list-style-type: none"><li>1. Position and thickness of all walls and materials of which they will be constructed.</li><li>2. Sizes of rooms and position of staircase.</li><li>3. Position of windows, doors and other openings in walls.</li><li>4. Details of fireplaces, hearths, chimneys, flue pipes boilers, etc.</li><li>5. Position of sinks, baths, wc's and wash basins.</li><li>6. Position of drains near building including gullies, vents and inspection chambers.</li></ol>
Section	<ol style="list-style-type: none"><li>1. Size and depth of foundations in relation to ground level.</li><li>2. Construction of walls and position of DPC in relation to ground level.</li><li>3. Complete details of floor construction including oversite concrete, hardcore, sleeper walls, joists, boards and DP membrane (if solid floor).</li><li>4. Height of rooms and material for ceiling construction.</li><li>5. Details of roof construction including all timbers, covering and insulating materials.</li></ol>
Elevation	Showing each side of the building as it will appear when constructed, including the position and size of all windows, doors and other openings and the construction of any panels when the details are not shown elsewhere.
Block Plan	Drawn to a scale of 1:500 to show the following information:- <ol style="list-style-type: none"><li>1. The boundaries of the site in relation to the road, the position of proposed building and any existing buildings on the site; also, any buildings on adjoining land.</li><li>2. The width of the road, footpaths and any verge.</li><li>3. The lines of drainage and position of manholes, sewer, cesspool or septic tank and rainwater soakaways.</li></ol>
Key Plan	Drawn to a scale of 1:2500 showing:- The position of the site in relation to the road and adjoining lands and the junction with another named road, including all buildings on the site and on adjoining land, and the grid reference if known.
Extension of Time	Section 16 of the Building Act 1984 allows a five week period for determination of application to be extended to two months by agreement.
Conditional Approval	Section 16 of the Building Act 1984 allows a local authority to approve plans conditionally by agreement.
Completion Certificates	A completion certificate will be issued on satisfactory completion of work.

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