



Public Protection, Building Control

E-Mail: buildingcontrol@northumberland.gov.uk Website: www.northumberland.gov.uk

This Full Plans Submission notice conforms to the Building Regulations 2010 and may be used to deposit Full Plans with any Local Authority in England and Wales.

This form is to be filled in by the person who intends to carry out building work or agent. If the form is unfamiliar please read the notes which follow or consult your local Building Control office. Please submit completed form to the Building Control Office dealing with your Full Plans Submission application. Information regarding fees may be obtained from your Building Control Office.

1 Applicant's details (see note 1)
 First Name: _____ Surname _____
 Address: _____
 Postcode: _____ Tel: _____ email: _____

2 Agent's details (if applicable)
 Name: _____
 Address: _____
 Postcode: _____ Tel: _____ email: _____

3 Location of building to which work relates
 Address: _____
 Postcode: _____ Tel: _____ Fax: _____ email: _____

4 Proposed Work (see note 5)
 Description: _____

5 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 put, or intended to be put, to a use which is designated for the purpose of the Regulatory Reform (Fire Safety) Order 2005 (see note 10)? YES NO

6 Conditions (see note 6)
 Do you consent to the plans being passed subject to conditions where appropriate YES NO
 Do you agree to a decision granted up to **two months** from the valid date YES NO

7 Fees (see Guidance Note of Fees for information) Please indicate fee table and category of work.

Table -	Category -	Cost of Work £
Plan fee £+ VAT at the current rate		Total £

 Indicate name of person who will be charged for Inspection Fee – Agent/Applicant/OTHER _____

8 I acknowledge that I have read my cancellation rights and I agree to works commencing on my application within the 14 days cancellation period

If other (above) provide full details here:

9 Statement
 This notice is given in relation to the building work as described, is submitted in accordance with Regulation 12(2)(b) and is accompanied by the appropriate fee. I understand that further fees will normally be payable following the first inspection by the local authority.



Name: _____ Signature: _____ Date: _____

Notes

1 The applicant is the person on whose behalf the work is being carried out, e.g. the building's owner.

2 One copy of this notice should be completed and submitted 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 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. Most 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. The second fee is a single payment in respect of the relevant work to cover all site visits and consultations which may be necessary until it is satisfactorily completed. Please see attached sheet for more details.

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 LABC Services provides a Partner Authority Scheme and also 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 and provide further details, including name of the Partner Authority, in section 8. If the work proposed or any part of it is subject to a LANTAC approval please answer YES 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 approval 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, LANTAC, Local Government House, Smith Square, London SW1 3HZ or LABC Services, address overleaf.

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 2010 and, in respect of fees, 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 and Country Planning Acts.

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

10 Premises currently designated for the purpose of the Regulatory Reform (Fire Safety) Order 2005 are:

- ISBN-13: 978 1 85112 815 0 - Offices and shops
- ISBN-13: 978 1 85112 816 7 - Factories and warehouses
- ISBN-13: 978 1 85112 817 4 - Sleeping accommodation
- ISBN-13: 978 1 85112 818 1 - Educational premises
- ISBN-13: 978 1 85112 819 8 - Residential Care premises
- ISBN-13: 978 1 85112 820 4 - Small and medium Places of Assembly
- ISBN-13: 978 1 85112 821 1 - Large Places of Assembly
- ISBN-13: 978 1 85112 822 8 - Theatres, Cinemas and similar premises
- ISBN-13: 978 1 85112 823 5 - Open air events and venues
- ISBN-13: 978 1 85112 824 2 - Healthcare premises
- ISBN-13: 978 1 85112 825 9 - Transport premises and facilities

Contact Details;

E mail; buildingcontrol@northumberland.gov.uk;

Website; www.northumberland.gov.uk

North Northumberland

Berwick & Alnwick areas

Alnwick Community Fire Station, Blackthorn Close, Lionheart Ent Pk, Alnwick NE66 2ER

Phone 01670 623838

South East Northumberland

Blyth, Cramlington, Bedlington, Ashington, Morpeth, Lynemouth, Ellington and Linton areas

Alnwick Community Fire Station, Blackthorn Close, Lionheart Ent Pk, Alnwick NE66 2ER

Phone 01670 623729

West Northumberland

Hexham, Prudhoe and Ponteland areas

Hexham Community Fire Station, Maidens Walk, Hexham, Northumberland, NE46 1DR

Phone 01670 623820

Please Note

Plan deposit fees can be made by ringing the appropriate office and making a card payment over the phone.



Northumberland
County Council
Building Control

Your Right to Cancel

You have the right to cancel this contract within 14 days without giving any reason.

The cancellation period will expire after 14 days from the date of your acknowledgment letter.

To exercise the right to cancel, you must inform us of your decision to cancel, by telephone, email or by using the attached form.

Effects of Cancellation

If you cancel this contract, we will reimburse all payment received from you, without undue delay We will make the reimbursement using the same means of payment for the initial transaction, unless you have expressly agreed otherwise.

If you have requested us to commence the service during the cancellation period, you shall pay us an amount which is in proportion to the work that has been carried out to that date.

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Cancellation Form

To: Northumberland County Council Building Control, Alnwick Community Fire Station, Blackthorn Close, Lionheart Enterprise Park, Alnwick NE66 2ER , or by emailing us at buildingcontrol@northumberland.gov.uk or by ringing us on 01670 623838 or 01670 623820

I/We give notice that I/We cancel my/our application for a Building Regulations service:

Please provide application reference or address to which the works relates to

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Name:

Address:

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Signature:

Date: