

## FULL PLANS APPLICATION

The Building Act 1984, The Building Safety Act 2022, The Building Regulations 2010, The Higher-Risk Buildings (Descriptions and Supplementary Provisions) Regulations 2023

This form is to be filled in by the person who intends to carry out building work or their agent. Please submit the completed form to the email address listed above. Information regarding fees may be obtained from your Building Control Office.

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### Applicant details

Name: .....

Address: .....  
.....  
.....

Postcode: ..... Email: ..... Tel:.....

**Providing both an e-mail address and a contact telephone number is mandatory for the purpose of invoicing**

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### Client details (where different from the applicant)

Name: .....

Address: .....  
.....  
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Postcode: ..... Email: ..... Tel:.....

**Providing both an e-mail address and a contact telephone number is mandatory for the purpose of invoicing**

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### Principal designer/Sole designer details

Name: .....

Address: .....  
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Postcode: ..... Email: ..... Tel:.....

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## Principal contractor/Sole or Lead contractor details

Name: .....

Address: .....

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Postcode: ..... Email: ..... Tel:.....

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## Location of site to which the work relates

Address: .....

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Postcode: .....

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## Proposed works

Provide a description of the proposed work, including:

- (i) details of the intended use of the building, including the intended use of each storey
- (ii) the height of the building after the proposed work
- (iii) the number of storeys in the building after the proposed work as determined in accordance with [Regulation 6 of the Higher-Risk Buildings \(Descriptions and Supplementary Provisions\) Regulations 2023](#)
- (iv) the provision to be made for the drainage of the building
- (v) where paragraph [H4 of Schedule 1](#) imposes a requirement, the precautions to be taken in the building over a drain, sewer or disposal main to comply with the requirements of that paragraph
- (vi) the steps to be taken to comply with any local enactment that applies

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State the date when it is proposed the work will reach the point when it is to be regarded as commenced in accordance with [Regulation 46A](#) (lapse of building control approval, commencement of work); or where the work does not consist of work to which paragraph (2) or (3) of [Regulation 46A](#) applies, state the details of the work which the client considers amounts to 15% of the proposed work

Due to commence: .....

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## Regulatory Reform (Fire Safety) Order 2005 (as amended)

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? YES / NO

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**Existing buildings**

Where applicable, provide a description of the existing building, including:

- (i) details of the current use of the building, including the current use of each storey
- (ii) the height of the building
- (iii) the number of storeys in the building as determined in accordance with Regulation 6 of the Higher-Risk Buildings (Descriptions and Supplementary Provisions) Regulations 2023

Existing Building: .....  
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**Requirements**

Do you consent to the application being granted with requirements where appropriate? YES / NO  
Do you agree to a decision granted up to **months** from the valid date? YES / NO

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## Fees

Building Control will be in contact using the details provided above to take payment for the plan checking component during the initial administration process.

Table: ..... Category: ..... Cost of Work: £.....

Plan Check Fee: £..... (+VAT at the current rate) Total: £.....

Indicate who will be charged the Plan Check Fee: Agent / Applicant / Other (please state) .....

Indicate who will be charged the Inspection Fee: Agent / Applicant / Other (please state) .....

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## Declaration

This application for building control approval with full plans is in relation to the building work etc., as described above. It is submitted in accordance with Regulation 12(2)(b) and is accompanied by the appropriate charge.

**I understand that further applicable charges (such as inspection fees) may become payable by the building owner following the first inspection undertaken by the local authority.**

I / we apply for building control approval with full plans as described on this form and as detailed on any supplementary documents.

**Signature of applicant (where the applicant is not the client)**

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Date: .....

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I, the client, confirm I agree to the application being made and that the information contained in the application is correct.

**Signature of client (where the client is not the applicant):**

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Date: .....

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The application for building control approval with full plans to inform the local authority of building work etc., is restricted to certain building types. Additional information will also be required to accompany your application for building control approval with full plans, depending upon the work proposed. Further information can be found in the attached notes and checklist. This form cannot be used for building control approval applications for higher-risk building work or stage of higher-risk building work or for work to existing higher-risk buildings. Applications for building work to higher-risk buildings can be made [here](#). Form created in May 2024

## NOTES

- 1) An application for building control approval with full plans must be accompanied by:
  - two copies of the submission, or
  - where Part B of Schedule 1 (fire safety) imposes a requirement in relation to proposed building work, four copies of the full plans (this does not apply where the proposed building work relates only to the erection, extension or material alteration of a dwelling-house or flat).
- 2) 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.
- 3) If the building work relates work to higher-risk building work, an application for building control approval with full plans cannot be granted by the local authority in such circumstances an application should be made with the [Building Safety Regulator. Building Safety Regulator - Building safety – HSE](#)
- 4) The client is the person on whose behalf the work is being carried out. A client must make suitable arrangements for planning, managing and monitoring a project (including allocation of sufficient time and other resources) so as to ensure compliance with all relevant requirements.
- 5) “Principal designer” means the designer appointed under regulation 11D (principal designer and principal contractor) to perform the duties of a principal designer under these Regulations.
- 6) “Principal contractor” means the contractor appointed under regulation 11D (principal designer and principal contractor) to perform the duties of a principal contractor under these Regulations.
- 7) Regulation 14A 2b provides for the passing of plans subject to requirements. The requirements may specify modifications to the deposited plans and/or that further plans shall be deposited.
- 8) Plans are only full plans if they consist of:
  - a description of the proposed building work, renovation or replacement of a thermal element, change to the building’s energy status or material change of use
  - the plans, particulars and statements required by paragraphs (1), (1A) and (2) of Regulation 13
  - where paragraph H4 of Schedule 1 imposes a requirement, particulars of the precautions to be taken in building over a drain, sewer or disposal main to comply with the requirements of that paragraph and
  - any other plans which are necessary to show that the work would comply with these Regulations.
- 9) In the case of the erection of a dwelling, or a building that is to contain one or more dwellings, an application for building control approval with full plans shall be accompanied by:
  - (a) particulars of any public electronic communications network in relation to which a connection is to be provided
  - (b) if an exemption in Regulation 44ZB is proposed to be relied on, evidence in support of the exemption
  - (c) if Regulation 44ZC is proposed to be relied on:
    - i. evidence of the matters mentioned in Regulation 44ZC(6)(a) and (b), and

- ii. if paragraph RA1(1)(c)(i) or of Schedule 1 is also proposed to be relied on, evidence of the steps taken to establish whether, and if so where, a distribution point for a gigabit-capable public electronic communications network (as defined by Regulation 44C) is likely to be installed, in a location relevant for the purposes of paragraph RA(1)(c), within the period of 2 years beginning with the day on which the application is given

**10)** In the case of a new dwelling either of the following should be provided:

- a statement should be included informing local authority building control whether or not any optional requirement applies to the building work, and if so which, or:
- a statement that planning permission has not yet been granted for the work should be given, and that the information required above will be supplied before the end of a period of twenty-eight days beginning on the day after that permission is granted.

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## CONTACT DETAILS

**E-mail:** [buildingcontrol@northumberland.gov.uk](mailto:buildingcontrol@northumberland.gov.uk)

**Website:** [www.northumberland.gov.uk](http://www.northumberland.gov.uk)

**Phone:** 01670 623727

**By Post:** Hexham Community Fire Station, Maidens Walk, Hexham, Northumberland, NE46 1DR

Please note a member of Building Control's technical support team will contact you regarding payment of plan deposit fees upon receipt of the application.