

**Building Control
Environment Directorate
London Borough of Richmond upon Thames
Civic Centre, 44 York Street, Twickenham TW1 3BZ**

Please read the notes on the reverse **BEFORE** completing this form

Full Plans Submission

**The Building Act 1984
The Building Regulations 2010**

Fee Cheque/Cash: £

Receipt No. issued:

Payee:

1

APPLICANT'S / OWNER'S DETAILS

Title: _____ Initials: _____ Surname: _____

Tel: _____

Address: _____

Mobile: _____

Postcode: _____

Email: _____

2

AGENT'S DETAILS

Title: _____ Initials: _____ Surname: _____

Tel: _____

Address: _____

Mobile: _____

Postcode: _____

Email: _____

3

BUILDER'S DETAILS

Title: _____ Initials: _____ Surname: _____

Tel: _____

Address: _____

Mobile: _____

Postcode: _____

Email: _____

4

LOCATION OF BUILDING TO WHICH WORK RELATES

Address: _____ Postcode: _____

5

PROPOSED WORK

Description: _____

6

USE OF BUILDING

Present use: _____

Proposed use: _____

Continued overleaf

7

New build dwellings and newly created dwellings ONLY

Do you have planning permission?	YES / NO / WAITING PERMISSION	
Have planning specified any optional requirements?	YES / NO / WAITING PERMISSION	
Please specify the number of units required under the following categories:		
Part M4 (2) Accessible and Adaptable Dwellings		
Part M4 (3) Wheelchair User Dwellings	2(a) Adaptable	2(b) Accessible
Please specify how many litres is the requirement for Part G Water Efficiency		
Please note the above information is necessary to progress your application. If you do not yet have planning permission this must be provided within 28days of that consent.		

8

CHARGES *(Please read note 2 overleaf and separate Guidance Notes on Building Control charges to stipulate the Work Codes applicable to the works being carried out and state the floor area or total estimated cost underneath the Work Code as applicable)*

(i) (a) Work Code

(b) Total floor area / Est of Costs

(ii) Payment enclosed with this submission incl VAT (*Cheques made payable to London Borough of Richmond upon Thames*) £

(iii) Please give name/address of owner to whom the invoice for site inspection charge should be sent *(if different from above)*:

Title: Initials: Surname:

Address: Postcode:

9

STATEMENTS

- (i) Is the building a place of work? (see note 1 overleaf) YES / NO
- (ii) Do you consent to the plans being passed subject to conditions where appropriate? (see note 4 overleaf) YES / NO
- (iii) Do you agree to an extension of time period for your application to be considered? (see note 5 overleaf) YES / NO
- (iv) Does the proposal involve home electrical installation work to which Part P of the Building Regulations applies? YES / NO
- (v) If YES, do you intend to use an electrician who is registered with a Competent Persons Self-Certification Scheme? (see note 5 overleaf) YES / NO
- (vi) I hereby give notice of intention to carry out the work set out herein. I enclose Full Plans in accordance with Regulation 12(2)(b) of the Building Regulations 2010 and in case of query would prefer you contact me by:

**LABC** NameLetter ☐Telephone ☐Mobile ☐Email ☐

Signature

Date

1. (a) Two copies of this form should be completed and submitted with the appropriate charge, together with plans drawn to scale and any supporting documents in duplicate. Where Part B (Fire Safety) imposes a requirement to proposed work to buildings other than dwellings, two further copies of plans demonstrating compliance with the requirements should be deposited.

(b) The Regulatory Reform (Fire Safety) Order 2005 replaces fire certification under the Fire Precautions Act 1971. The order applies to all non-domestic premises, and also includes the common parts of apartment buildings and both the common and shared parts of Houses in Multiple Occupation.

2. **Charges** – Cheques should be made payable to London Borough of Richmond upon Thames (LBRuT).

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

Subject to certain exceptions a Full Plans Submission attracts charges payable by the person by whom or on whose behalf work is to be carried out. The first charge must accompany the deposit of plans and the second charge is payable after the first site inspection of work in progress. This second charge, for which an invoice will be issued, is a single payment to cover all site visits and consultations which may be necessary until the work is satisfactorily completed.

The opportunity provided for supplying the name and address of the person who should receive the invoice for the site inspection charge (if applicable), is for the applicant's convenience. The charges regulations stipulate that the site inspection charge is payable by "the person who carries out the building work or on whose behalf the building work is carried out" and in cases of dispute therefore, the Council will ultimately seek payment from that person, (usually the applicant).

3. **Refunds** – Where a charge is paid but work does not proceed, any request for a refund will be considered on the basis of costs incurred by the Council subject to a minimum administration charge of £50.00.

4. **Conditional Approval** – 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.

5. **Extension of Time** – Section 16 of the Building Act 1984 requires the Council to pass or reject plans within 5 weeks of deposit, or by agreement, up to 2 months of deposit. Your agreement to this will not delay checking or approval but will allow more time to agree any required alterations, thereby avoiding the need for early rejection.

6. **Part P – Electrical Safety in Dwellings** – From 1st January 2005 new electrical wiring or electrical components for a house, flat or building/land that receives its electricity from a source associated with a dwelling must be designed and installed in accordance with Part P of the Building Regulations. The simplest and quickest method of ensuring compliance is to have the electrical work carried out by a person (or firm) which is registered with an Electrical Competent Persons Self-Certification Scheme approved by the Secretary of State. On completion of the work the 'approved person' will issue certificates of compliance to the owner and forward details to the Local Authority. If electrical work is carried out by a person who is not registered with a self-certification scheme then the work will need to be checked by Building Control who will require, on completion, an Electrical Installation Certificate signed by a competent electrician. Further details can be found on our separate 'Part P' Guidance Note (available on our website) or by visiting the website www.communities.gov.uk

Note: Where applicable, failure to provide appropriate certification for electrical installation work will prevent the issue of a Building Regulations Completion Certificate.

7. **Town and Country Planning** – Anyone proposing to carry out building work or make a material change of use of a building is reminded that permission may be required under the Town and Country Planning Acts. Please visit www.richmond.gov.uk

8. **Party Wall Act** – Whilst not a matter dealt with by the Council, if you are carrying out work on an existing wall shared with another property, building on the boundary with a neighbouring property or excavating near an adjoining building, your attention is drawn to The Party Wall etc. Act 1996.

9. **Works to drainage** – Subject to certain provisions of the Public Health Act 1936 owners and occupiers of premises are entitled to have their private foul 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 authority. Building Regulations require separate provision for foul water and rainwater drainage. Buildings or extensions should not be constructed over a manhole or inspection chamber or other access fitting on any sewer serving more than one property. To avoid potential discharge problems, it is also important that full and proper permission is sought before connections are made to private sewer.

If your proposals involve building over or near to public sewers, the agreement of Thames Water Utilities Limited must be sought before work is undertaken. Where a formal agreement and/or CCTV survey are requested, a fee (not part of The Building (Local Authority Charges) Regulations 2010) is payable. For further information telephone: 0845 850 2777

10. **Notification of commencement** – Persons carrying out building work must give written notice of the commencement of the work at least two days beforehand.

11. **Completion Certificates** – The Council automatically issue Completion Certificate(s) where site works are completed satisfactorily and no fees are outstanding.

12. **Plan Lapse** – If building work is not commenced within 3 years from the date of deposit of Full Plans the Local Authority may declare that the deposit of plans is of no effect, in which case the plans will lapse.

13. Further information and advice concerning the Building Regulations can be obtained from:

Building Control
Environment Directorate
Civic Centre
44 York Street
Twickenham
Middlesex TW1 3BZ

Visit our website – www.richmond.gov.uk

These notes are for general guidance only. Particulars regarding the deposit of plans are contained in Regulation 14 of the Building Regulations 2000 (as amended) and in respect of charges, in the Building (Local Authority Charges) Regulations 1998, and the current Scheme of Charges contained in the Guidance Note on Building Control Charges which is available on request.

PERSONAL INFORMATION POLICY

The Council will use your details, the information about your dealings with the Council and the information about you available to the Council ('your information') to:

- Deal with your requests and administer its departmental functions (e.g. to assist with the processing of your Building Regulations application)
- Meet its statutory obligations
- Prevent and detect fraud
- Conduct surveys and research
- Contact you with information about activities and events involving the Council or with offers which it thinks may be of interest to you

The Council may share your information (but only the minimum amount of information necessary to do the above and only where it is lawful to do so) with other departments within the Council (including the elected members), central government departments, law enforcement agencies, statutory and judicial bodies, community service providers and contractors that process data on its behalf.

The Council may also use and disclose information that does not identify individuals for research and strategic development purposes.

N.B. All applications for planning matters and supporting documentation are a public record and you should be aware that these records are open to public inspection both in their paper version and in electronic media such as the council website.