

# THE BUILDING REGULATIONS

## NOTES FOR GUIDANCE - DEPOSIT OF FULL PLANS

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- 1 The applicant is the person on whose behalf the work is being carried out, eg the owner of the building.
- 2 One copy of this notice should be completed and submitted with plans and particulars in duplicate in accordance with the provisions of the Building Regulation 13.
- Subject to certain exceptions where Part B (Fire Safety) imposes a requirement in relation to proposed work, two further copies of marked up Fire 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. 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. This second fee is a single payment in respect of each individual building, to cover all site visits and consultations which may be necessary until the work is satisfactorily completed.
- The appropriate fee is dependent upon the type of work proposed. Fee scales and methods of calculation are set out in the Guidance Notes on Charges which are enclosed. **Cheques should be made payable to North Yorkshire Building Control.**
- 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 If your proposal involves the installation of a septic tank, consent for the discharge will be required from the Environment Agency, Coverdale House, Aviator Court, Clifton Moor, York YO3 4UZ. Telephone: 0870 8506506
- 6 Where it is proposed to erect the building or extension over a sewer or drain shown on the relative map of public sewers, you will be expected to obtain written approval from Yorkshire Water Waste Water - Sewerage Development Team, Blackburn Meadows WWTW, Alsing Road, Sheffield, S9 1HX. Telephone: 0114 251 8257
- 7 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, [www.labcservices.co.uk](http://www.labcservices.co.uk)
- 8 The Regulatory Reform (Fire Safety) Order 2005 applies to all premises that are 'workplaces' and imposes a duty on the responsible person to comply with its requirements.
- Workplace includes any premises or parts of premises, not being domestic premises, used for the purposes of an employer's undertaking and which are made available to an employee as a place of work.
- 9 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.
- 10 A completion certificate will be issued following a satisfactory completion inspection. This is subject to the local authority being notified of all necessary inspections.
- 11 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 & Country Planning Acts. You are advised to consult the Area Planning Officer if you are in any doubt.
- 12 For applications within the North York Moors National Park please contact the National Park Officer, The Old Vicarage, Bondgate, Helmsley. Telephone: 01439 770657.
- 13 Further information and advice concerning the Building Regulations can be obtained from North Yorkshire Building Control. Telephone: 01347 822703. E-mail: [enquiries@nybcp.org](mailto:enquiries@nybcp.org) [www.hambleton.gov.uk](http://www.hambleton.gov.uk) [www.ryedale.gov.uk](http://www.ryedale.gov.uk) [www.selby.gov.uk](http://www.selby.gov.uk) [www.scarborough.gov.uk](http://www.scarborough.gov.uk) [www.richmondshire.gov.uk](http://www.richmondshire.gov.uk)
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# NORTH YORKSHIRE BUILDING CONTROL

(incorporating Hambleton, Richmondshire, Ryedale, Scarborough and Selby Councils)

Suite 2, Coxwold House, Easingwold Business Park,  
Easingwold, YORK. YO61 3FB  
Telephone: 01347 822703  
Fax No: 01347 824279  
E-mail: enquiries@nybcp.org  
www.hambleton.gov.uk - www.selby.gov.uk  
www.ryedale.gov.uk - www.scarborough.gov.uk  
www.richmondshire.gov.uk

## FULL PLANS SUBMISSION

The Building Act 1984  
The Building Regulations 2000

Plan Number
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*This form is to be filled in by the person carrying out building work or their agent.*

*Please type or use block capitals.*

*If the form is unfamiliar please read the notes attached or consult the office indicated above.*

<b>Applicant's details</b>	<b>FOR OFFICE USE ONLY</b>
Name .....	WORK TYPE
Address .....	
..... Postcode ..... Tel..... Email .....	PURPOSE GROUP
<b>Agent's details (if applicable)</b>	INS FEE
Name .....	H/ways
Address .....	
..... Postcode ..... Tel..... Email .....	ACCESS
<b>Location of building to which work relates</b>	MINING
Name .....	WATER
Address .....	
..... Postcode ..... Tel..... Email .....	AREA TEAM
<b>Description of Work</b>	FEE DUE
.....	FEE PAID
.....	
Is the proposed work, or any part of it subject to PARTNERING or a current LANTAC approval (see note 7) <b>YES / NO</b>	REC NO
<b>Use of building</b>	OVER/UNDER PAID
1 If new building or extension please state use	DATE REC
2 If existing building state previous use	
3 Will the premises be used as flats or any other non-domestic use (see note 8) <b>YES / NO</b>	
<b>Conditions</b>	
Do you consent to the plans being passed subject to conditions where appropriate? <b>YES / NO</b>	
<b>Extension of Time</b>	
Do you agree to extend the prescribed time period to 2 months should this be required? <b>YES / NO</b>	

Fees (see Guidance Note for information)	Estimate of full cost of work exc VAT
Plan Fee £..... plus VAT £..... Total £.....	£.....

**Electrical Installation**

1 Does the work involve installation of an electrical circuit? **YES / NO**

2 If "YES" will the work be carried out by a member of the Competent Persons Scheme? **YES / NO**

3 If "NO" will the work be carried out by a Registered Electrician who can give a Certificate of Compliance on completion of the work? **YES / NO**

4 **NOTE:-** If you have answered "NO" to either question **2 or 3** an additional charge will be required. Please refer to Charge Guidance Notes.

**Information required** \* Delete as necessary

Have you applied for planning permission? **YES / NO** If yes state App No .....

State the floor area internally of ALL new floors .....m<sup>2</sup>. State number of storeys.....

\* Drainage Foul / Mains / Septic Tank / Other (specify) .....

\* Drainage Surface Water / Mains / Soakaway / Other (specify).....

**Statement**

This notice is given in relation to the building work as described, is submitted in accordance with Regulation 11(1)(b) and is accompanied by the appropriate fee. I understand that fees will be payable following the first inspection by the local authority.

Name ..... Signature ..... Date .....