

## NOTES

- 1 The applicant is the person on whose behalf the work is being carried out, e.g the building's owner.
- 2 Subject to certain exceptions a Full Plans Submission attracts charges payable by the person by whom or on whose behalf the work is to be carried out. Most charges are payable in two stages. The first charge must accompany the deposit of plans and the second charge is payable after the first site inspection of work in progress. The second charge 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.

Schedule 1 prescribes the plan and inspection charges payable for small domestic buildings. Schedule 2 prescribes the charges payable for small alterations and extensions to a dwelling home, and the addition of a small garage or carport. Schedule 3 prescribes the charges payable for all other cases.

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

- 3 "Relevant use" means a use as a workplace of a kind to which Part 11 of the Fire Precautions (Workplace) Regulations 1997 applies or a use designated under Section 1 of the Fire Precautions Act 1971 Premises currently designated for the purpose of the Fire Precautions Act 1971 are:
  - Premises within the Fire Precautions (Hotels and Boarding Houses) Order 1972.
  - Premises within the Fire Precautions (Factories, Offices, Shops and Railway premises) Order 1989.
  - A workplace defined in Regulation 17(3)(a) of the Fire Precautions (Workplace) Regulations 1997 i.e., any premises, not being domestic premises used for an employers undertaking (N.B. there are exceptions).
- 4 Section 16 of the Building Act 1984 provides for the passing of plans subject to conditions. The conditions may specify modifications to be deposited plans and/or that further plans shall be deposited.

- 5 Section 16 of the Building Act 1984 permits the "prescribed period" of 5 weeks allowed for deciding an application made under the building regulations to be extended to 2 months by agreement in writing between the applicant and the Council.
- 6 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 the name of the Partner Authority, in section 4. 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 approved plans attention should be drawn to it in a covering letter. Further information on LANTAC schemes is available from your local Building Control Department.
- 7 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. Further information and advice concerning the Building Regulations and planning matters may be obtained from your Local Authority.



[www.midbeds.gov.uk](http://www.midbeds.gov.uk)

### For further information contact:

Building Control  
Mid Beds District Council  
Priory House, Monks Walk,  
Chicksands, Shefford,  
Beds SG17 5TQ

Tel: 08458 495403

[building.control@midbeds.gov.uk](mailto:building.control@midbeds.gov.uk)

# BUILDING CONTROL

## FULL PLANS APPLICATION FORM



design: out of the blue 01767 319028

# Mid-Beds District Council

*This Application Form together with 2 copies of Plans and the appropriate fee should be submitted to:*

**THE BUILDING CONTROL MANAGER  
PRIORY HOUSE, MONKS WALK,  
CHICKSANDS, SHEFFORD,  
BEDS SG17 5TQ**

***N.B. Cheques and postal orders should be made payable to  
'Mid Beds District Council'***

*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 on the reverse side or consult the office indicated above. Please type or use block capitals*

# FULL PLANS SUBMISSION

The Building Act  
The Building Regulations

Building Regulations Reference:

**Cashier information only :  
Code 106093004008 vat applies**

1	<b>Applicant's details</b> (see note 1) Name: Address: Postcode:                      Tel:                      Fax: E.mail:	Yes <input type="checkbox"/> No <input type="checkbox"/>
2	<b>Agent's details</b> (if applicable) Name: Address: Postcode:                      Tel:                      Fax: E.mail:	Yes <input type="checkbox"/> No <input type="checkbox"/>
3	<b>Location of building to which work relates</b> Address: Postcode:	Yes <input type="checkbox"/> No <input type="checkbox"/>
4	<b>Proposed Work</b> Description: Is the proposed work, or any part of it subject to Partnering or a current LANTAC Approval	Yes <input type="checkbox"/> No <input type="checkbox"/>
5	<b>Use of Building</b> 1. If new building or extension please state proposed use: 2. If existing building state present use: 3. Is the building to be put to, or intended to be put to a use which is a relevant use (see note 3)?	Yes <input type="checkbox"/> No <input type="checkbox"/>
6	<b>Conditions</b> (see note 4) Do you consent to the plans being passed subject to conditions where appropriate?	Yes <input type="checkbox"/> No <input type="checkbox"/>
7	<b>Charges</b> (see note 2 and separate Guidance Notes on charges for information) 1. If Schedule 1 work please state number of dwellings: 2. If Schedule 2 work please state floor area: 3. If Schedule 3 work please state the estimated cost of work excluding VAT: £ Plan Charge: £                      Plus VAT: £                      Total: £	Yes <input type="checkbox"/> No <input type="checkbox"/>
8	<b>Extension of Time</b> (see note 5) Do you consent to the extension of the prescribed period?	Yes <input type="checkbox"/> No <input type="checkbox"/>
9	<b>Statement</b> 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 be payable following the first inspection by the local authority.	Yes <input type="checkbox"/> No <input type="checkbox"/>

Signature:

Date: