

Full plans Guidance Notes

This form is to be filled in by the person who intends to carry out the building work or an Agent/Architect acting on your behalf.

1. Who is the Client/applicant?

The applicant is the person on whose behalf the work is being done, for example the building's owner.

Who is the Principle Contractor?

The Principal Contractor is a contractor appointed to be in control of all the building work. When there is more than one contractor the Principal Contractor should take responsibility for the site.

Who is the Principle Designer?

The Principal Designer is a designer appointed to be in control of all the design work. When there is more than one designer the Principal Designer should co-ordinate the design team.

2. Information we need

You should complete one copy of this notice and submit it with plans and particulars in duplicate, in accordance with Building Regulation 14.

Subject to certain exceptions, if part B (Fire Safety) imposes a requirement in relation to proposed building work, you should send one further copy of plans which show compliance with the requirement.

3. Charges

Subject to certain exceptions, a Full Plans Submission attracts charges payable by the applicant or agent.

The charge depends on the work proposed. Charges and methods of calculation are set out in the Guidance Notes on Charges, available on request.

Table A - Standard Charges for the creation of, or conversion to new housing.

Table B - Domestic Extensions and Conversions to a single building

Table C - All Other Work – Alterations.

If the electrical work is not carried out by an electrician who is a member of an approved competent person scheme, Building Control will arrange inspection of the work by a consultant. This option will attract an "additional charge" over and above the normal application charge.

4. The law on charges and deposit of plans.

These notes are for general guidance only. For full details, see Regulations 12 and 13 of the Building Regulations 2010. The Building (Local Authority Charges) Regulations 2010 and the South Worcestershire Building Control Partnership Scheme of Charges.

Table A - Standard Charges for the creation of, or Conversion to new housing:

Table A		
Number of Properties	Application Charge (Inc. VAT)	*Additional Charge (Inc. VAT)
1	882.00	440.00
2	1214.00	Request quote
3	1544.00	Request quote
4	1875.00	Request quote
5	2097.00	Request quote

When using similar house types we can reduce our charges, for details of this reduction or for charges for more than 5 dwellings please contact: 01684 862223.

If the internal floor area measurement of a dwelling is more than 300m² then please contact 01684 862223.

*The standard charges make allowance for the charging of an "additional charge". This charge is payable at the time of an application where the person undertaking a notifiable electrical installation or notifiable electrical alteration works, is not a person registered with an electrical Self Certification Scheme prescribed in the [Schedule 3 of the Building Regulations 2010](#).

Table B - Domestic Extensions and Conversions to a single building.

Table B		
Type of Work	Application Charge (Inc. VAT)	*Additional Charge (Inc. VAT)
Extension where the total floor area does not exceed 10m²	568.00	440.00
Extension where the total floor area exceeds 10m² but does not exceed 40m²	694.00	440.00
Extension where the total floor area exceeds 40m² but does not exceed 60m²	812.00	440.00
Extension where the total floor area exceeds 60m² but does not exceed 200m²	1054.00	440.00
Loft conversions	638.00	440.00
Erection or extension of a non-exempt single storey carport or garage not exceeding 100m²	464.00	440.00
Conversion of a garage to a dwelling to a habitable room(s)	464.00	440.00
Window replacement	231.00	n/a
Electrical work (if a person is not registered with a self certification Scheme)	n/a	n/a
Removal of internal wall	231.00	n/a

*The standard charges make allowance for the charging of an "additional charge". This charge is payable at the time of an application where the person undertaking a notifiable electrical installation or notifiable electrical alteration works, is not a person registered with an electrical Self Certification Scheme prescribed in the [Schedule 3 of the Building Regulations 2010](#).

Table C - All Other Work and Alterations

Table C		
Estimated Cost of Work	Application Charge (Inc. VAT)	*Additional Charge (Inc. VAT)
Less than £5000	303.00	440.00
£5,001 - £15,000.00	441.00	"
£15,001 - £25,000.00	606.00	"
£25,001 - £35,000.00	717.00	"
£35,001 - £50,000.00	936.00	"

*The standard charges make allowance for the charging of an "additional charge". This charge is payable at the time of an application where the person undertaking a notifiable electrical installation or notifiable electrical alteration works, is not a person registered with an electrical Self Certification Scheme prescribed in the Schedule 3 of the Building Regulations 2010.

For office or shop fit outs, installation of a mezzanine floor and all other work where the estimated cost exceeds £50,000 please contact South Worcestershire Building Control on 01684 862223 for a competitive quote.

5. Drains and sewers

If you propose to erect the building or extension over or near a sewer or drain shown on the map of public sewers, you need to consult Severn Trent Water Ltd in these circumstances.

Subject to the Public Health Act 1936, owners and occupiers 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. If you wish to make such connections, you must give Severn Trent Water Ltd at least 21 days notice.

6. The Regulatory Reform (Fire Safety) Order 2005

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 place of work. Further information is available from www.communities.gov.uk/fire

7. Conditions attached to Plans and any other comments to follow separately

Section 16 of the Building Act 1984 say that plans may be passed subject to conditions. The conditions may specify modifications to the deposited plans or that further plans must be deposited, or both.

8. The law on charges and deposit of plans

These notes are for general guidance only. For full details see Regulation 12 and 14 of the Building Regulations 2010, The Building (Local Authority Charges) Regulations 2010 and the South Worcestershire Building Control Partnership Scheme of Charges.

9. Town and Country Planning Acts

If you wish to do building work or make a material change of use of a building, you are reminded that you may need permission under the Town and Country Planning Acts. You can check whether an application is needed by speaking to one of our planning officers.

10. More information

For further information and advice about the Building Regulations please contact **01684 862223** or email mail@southworcestershirebuildingcontrol.gov.uk

11. Completion Certificate

As long as we have been notified of the required inspection stages and provided that the completed work complies with the Building Regulations, we will issue a Completion Certificate

Notice of Completion (provided at Validation stage)

For all applications submitted after 1st October 2023 a Compliance Notice will be required at completion. This relates to all projects that are subject to a Building Regulations Application. The notice must be provided within 5 days of the completion of works. We will not be able to issue a completion certificate until all relevant parties have signed this.

The Notice of Completion will require the following information about the client, principal contractor, and principal designer:

- the name
- address
- phone number
- (if available) email address
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A statement will be required from the applicant to say that the works have been completed. It will need to state that the work complies with all the applicable regulations to the best of their knowledge.

A statement will also be required from both the principal contractor and principal designer (if applicable). This will need to confirm they have fulfilled their duties under Part 2A (duty holders and competence). The duties for this can be found here - The Building Regulations etc. (Amendment) (England) Regulations 2023 (legislation.gov.uk)

For buildings subject to the Fire Safety Order, the client must submit the same notice, but within 5 days of occupation. It must also state the following:

- the date when the building (or any part of it) is occupied; and
 - a signed statement confirming that to the best of their knowledge, Regulation 38 and Part B of Schedule 1 are currently complied with for the parts of the building are to be occupied
- Please note it is the client responsibility to appoint a Principal Contractor and Principal Designer for the project.