

BUILDING CONTROL FULL PLANS APPLICATION FORM: GUIDANCE

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



Last updated 22.05.2024

Guidance Notes for a Full Plans Application

Please also see our Guidance Note for the roles and responsibilities of the relevant duty holders (found on our website, or ask one of our team for more information).

1. The applicant is the person on whose behalf the work is being carried out, for example, the building's owner. In the case of other applicants, for example, commercial organisations please include the full details of the organisation and a relevant contact name.

2. The description should include all works to be carried out. If work is left off the description, it can cause you problems when you try to sell your property.

3. 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.

4. Your application will be processed as quickly as possible but, particularly where we have to consult with the Fire Authority, it may not be possible to give a decision within the required five weeks. You are asked therefore to agree to extend this period to two months.

5. The Full Plans charge is calculated in accordance with the current Scheme of Charges and is payable in 2 parts. A 'plan charge' is paid on deposit of the plans and an inspection charge after the first inspection (this charge will cover all subsequent inspections). Guidance can be found in the Scale of Charges for Building Control.

Schedule 1 prescribes the plan charges payable for new dwellings up to 300m² in floor area and flats up to three storeys.

Schedule 2 prescribes the charges payable for certain small domestic buildings and extensions.

Schedule 3 relates to other work that falls outside Schedules 1 and 2.

Quote for fees for works outside the range of these Schedules can be arranged upon written request

6. This section should provide details of the individual(s) responsible for the fee. If the customer is a Ltd company, the company details should be entered here together with contact details of the relevant individual or department. If the company is a partnership, company details should be entered together with details of the partners.

7. Particulars regarding the submission of Full Plans Applications are contained in Regulation 14 of the Building Regulations 2010 (as amended).

8. If you have any difficulty completing this form, or require any further information or advice, please contact Building Control.

Building Control
PO Box 4
Town Hall
Lancaster
LA1 1QR

Contact information:

buildingcontrol@lancaster.gov.uk (01524) 582952
Building Control, PO Box 4, Town Hall, Lancaster, LA1 1QR

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Additional Notes

a) One copy only of this form should be completed and submitted.

b) Full plans should consist of drawings, specifications and calculations if necessary. Detailed plans should be at a scale of not less than 1:100

Site location plans must be of a scale of not less than 1:1250 and show

- The size and position of the building and the relationship to the adjoining boundaries together with site dimensions.
- The width and position of adjoining streets
- Drainage for both foul and surface water
- Precautions to be taken if building over (within 3m) of a public sewer or drain. (You may be required to enter into a Legal agreement with United Utilities).

c) Subject to certain provisions of the Water Industry Act 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.

d) A Full Plans Application shall cease to have effect from three years after it is given to the local authority unless the work has been commenced before the expiry of that date.

e) Persons proposing to carry out building work or make a material change of use of a building are reminded that separate permission may also be required under the Town and Country Planning Acts.

Once you have submitted your application form, it is your responsibility to inform the local authority of the commencement of works and to book the first visit.

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