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The Market Hall, Market Place,  
Whitehaven, Cumbria, CA28 7JG

## BUILDING REGULATIONS FULL PLANS SUBMISSION

The Building Act 1984/The Building Regulations 2010

*This form is to be filled in by the person who intends to carry out building work or his agent. If the form is unfamiliar please read the notes which follow or consult the office indicated above. Please type or use block capitals.*

1. Applicant's Details (See Note 1)	
Name:	
Address:	
	Postcode:
Tel:	Fax:
email:	
Are you happy with us to correspond with you via email?	

2. Agent's Details (If applicable)	
Name:	
Address:	
	Postcode:
Tel:	Fax:
email:	
Are you happy with us to correspond with you via email?	

3. Location of building to which work relates	
Address:	
	Postcode:

4. Proposed Work	
Description:	
Is the proposed work or any part of it subject to Partnering or current Registered Details approval?	

5. Planning Permission	
Has Planning Permission been applied for?	If Yes, please give Ref No:

Application Ref. No.
Date Received:



**Tel:** 01946 598409

**Email:** [building.control@copeland.gov.uk](mailto:building.control@copeland.gov.uk)

**6. Use of Building**

1. If new building or extension please state proposed use:
2. If existing building please state present use:
3. Indicate if the building is a workplace that will be subject to provisions of the Regulatory Reform (Fire Safety) Order 2005 (see note 6)?

**7. Conditions (See Note 7)**

1. Do you consent to the plans being passed subject to conditions where appropriate?
2. Do you consent to the period to make a decision on your plans being extended from five weeks to eight weeks from the date when plans were deposited?

**8. Domestic Electrical Work (to be completed for all domestic applications that include electrical work)**

Will a competent electrician who is registered with a Part P self-certifying scheme be carrying out the electrical installation?

If NO, please see Note 8 on Page 3

If YES, please supply the Trade Association (e.g. NICEIC/ECA, etc) Reg. number.....

**9. Charges (See Guidance Note on Charges for Information)**

1. Schedule 1: Number of dwellings: \_\_\_\_\_ Number of dwelling types: \_\_\_\_\_
  2. Schedule 2: Floor area of new building or extension: \_\_\_\_\_ square metres.
  3. Schedule 3: Estimated cost of works excluding VAT: £ \_\_\_\_\_
- Plan Fee: £ \_\_\_\_\_ (+ VAT \_\_\_\_\_) Total: £ \_\_\_\_\_

**10. Additional Information**

1. Mode of Drainage: a) Foul water \_\_\_\_\_ b) Surface water \_\_\_\_\_
- Is there a public sewer within 100 feet? \_\_\_\_\_ If yes, does it run under the building or site?: \_\_\_\_\_
2. Indicate means of water supply: \_\_\_\_\_

Under the LABC Partner Authority Scheme, I have forwarded an additional copy of the drawings and this form to the Partner Authority (if applicable) namely: \_\_\_\_\_

**11. Statement**

This notice is given in relation to the building work as described, and is submitted in accordance with Regulation 12(2)(b) and is accompanied by the appropriate charge. I understand that further charges will normally be payable following the first inspection by the Local Authority.

In instances where the amount of work required on an officer is more than that which was estimated and payment has been made only of the charge determined under the Council's charging scheme, the authority may, under Regulation 11(4) of the Building (Local Authority Charges) Regulations 2010, raise a supplementary charge in respect of the additional work (see Note 12).

Name: \_\_\_\_\_

Signature: \_\_\_\_\_

Date: \_\_\_\_\_

## Notes

1. The applicant is the person on whose behalf the work is being carried out, e.g. the building's owner.
2. Two copies of this notice should be completed and submitted with plans and particulars in duplicate in accordance with the provisions of Building Regulation 14.  
Subject to certain exceptions where Part B (Fire Safety) imposes a requirement in relation to proposed building work, two further copies of plans which demonstrate compliance with the requirements should be deposited.
3. 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 must accompany the deposit of plans and the second is payable after the first site inspection of work in progress. The second charge is a single payment in respect of the relevant work to cover all site visits and consultations which may be necessary until it is satisfactorily completed.  
The Charges Schedule 1 sets the plans and inspection charge payable for small domestic buildings. Schedule 2 sets the charges payable for small alterations and extensions to a dwelling home and the addition of a small garage or carport. Schedule 3 sets the charge payable for all other cases.  
The appropriate charge is 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 from the council.
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. LABC provides a Partner Authority Scheme and also National Registered Details 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 Registered Details approval certificate 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 Registered Details approval plans, attention should be drawn to it in a covering letter. Further information on Registered Details approval is available from your local Building Control Office or the LABC website [www.labc.com](http://www.labc.com)
6. 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.
7. Section 16 of the Building Act 1984 provides for the passing of plans subject to conditions and extending the 'relevant period' for making decisions on plans from five weeks to two months. The conditions may specify modifications to the deposited plans and/or that further plans shall be deposited.
8. The Council will require that you provide certification of satisfactory testing and inspection for all work not carried out under the Competent Persons Scheme. This requirement may unfortunately increase the cost of the application (see 'Building Control Charges' document for additional inspection charges) and may cause a delay (arranging for another electrician to carry out an inspection and test).  
Any electrical installation undertaken by someone who is not registered with NICEIC or ECA must provide an installation certificate, together with a test certificate prepared by a member of NICEIC or ECA.
9. These notes are for general guidance only. Particulars regarding the deposit of plans are contained in Regulation 14 of the Building Regulations 2010 and, in respect of charges, in the Building (Local Authority Charges) Regulations 2010.
10. 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.
11. Further information and advice concerning the Building Regulations and planning matters may be obtained from your local authority.
12. Under the auspices of the Building (Local Authority-Charges) Regulations 2010, the Council's building control service is required to operate on a 'not for profit' or 'cost recovery only' basis for chargeable work.  
It is often difficult to accurately estimate the exact amount of work required to help customers to achieve compliance with the Building Regulations and Regulation 11(4) of the Building (Local Authority Charges) Regulations 2010 enables local authorities to raise a supplementary charge in respect of carrying out additional work where appropriate.