

**FULL PLANS SUBMISSION**

The Building Act 1984  
The Building Regulations 2010 (As Amended)

**North Lincolnshire Council  
Building Control Section  
Church Square House  
PO Box 42, 30/40 High Street  
Scunthorpe  
North Lincolnshire  
DN15 6XQ**  
[buildingcontrol@northlincs.gov.uk](mailto:buildingcontrol@northlincs.gov.uk)  
**Telephone: 01724 297411/28**

This form should be completed by the owner or agent.

**PLEASE TYPE OR USE BLOCK CAPITALS.**

<b>1</b>	<b>APPLICANT'S DETAILS (see note 1)</b>		
	Name: _____		
	Address: _____		Postcode: _____
	Tel: _____	Mobile: _____	
	Email _____		
<b>2</b>	<b>AGENT'S DETAILS (if applicable)</b>		
	Name: _____		
	Address: _____		Postcode: _____
	Tel: _____	Mobile: _____	
	Email: _____		
<b>3</b>	<b>BUILDER'S DETAILS (if applicable)</b>		
	Name: _____		
	Address: _____		Postcode: _____
	Tel: _____	Mobile: _____	
	Email: _____		
<b>4</b>	<b>LOCATION OF BUILDING TO WHICH WORKS RELATES</b>		
	Address: _____		
			Postcode: _____
	Tel: _____	Mobile: _____	
<b>5</b>	<b>PROPOSED WORKS</b>		
	Description: _____		
	Is the building to be used as flat accommodation or any other non-domestic use? <span style="float: right;">yes/no</span>		
	If new building or extension state proposed use: _____		
	If existing building state present use: _____		
	Are there any electrical controlled works to be carried out? <span style="float: right;">yes/no</span>		
	Is the person carrying out the electrical works registered under a competent person scheme? <span style="float: right;">yes/no</span>		
<b>6</b>	<b>ADDITIONAL INFORMATION</b>		
	Do you consent to plans being passed subject to conditions where appropriate? (See note 8) <span style="float: right;">yes/no</span>		
	Do you agree to an extension of time to consider your application? (see note 12) <span style="float: right;">yes/no</span>		
	If this application is a re-submission, please state previous reference no: _____		
<b>7</b>	<b>FEE (see note 3 and separate Guidance Note on Fees for information)</b>		
	1 If new dwellings work please state number of dwellings: _____		
	2 Please state internal floor area: _____		m <sup>2</sup>
	3 Please state the estimated cost of work excluding VAT: £ _____		
	Plans fee nett amount £	VAT amount £	Total amount £
	If for disabled modification please provide appropriate registration number: _____		
<b>8</b>	<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.		
	<b>Name:</b> _____	<b>Signature:</b> _____	<b>Date:</b> _____

## Notes

1. The applicant is the person on whose behalf the work is being carried out, eg the building's owner.

2. One copy of this notice should be completed and submitted with any plans and particulars in accordance with the provisions of Regulation 14 of the Building Regulations 2010.

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 charge is payable after the first site inspection of work in progress. The 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.

- Table A prescribes the plan and inspection charges payable for small domestic buildings.
- Table B prescribes the charges payable for domestic work other than new dwellings.
- Table C prescribes the charges payable for non domestic work.

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 Fees, which is available on request.

4. A block plan to a scale of not less than 1:1250 is required showing:-

- The size and position of the building, or the building as extended, and its relationship to adjoining boundaries;
- The boundaries of the land belonging to the building, or the building as extended and the size, position and use of every other building or proposed building within that curtilage;
- The width and position of any street on or within the boundaries of the curtilage of the building or the building as extended;
- The provision made for the drainage of the building or extension.

5. All plans, sections and elevations must be drawn to a scale of 1:20, 1:50, 1:100 or 1:200.

6. Where it is proposed to erect the building or extension over a sewer or drain shown on the relative map of public sewers, adequate precautions should be taken when building over a sewer or drain.

7. 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.

8. 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.

9. These notes are for general guidance only. Particulars regarding the deposit of plans are contained in Regulation 14 of The Building 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 on [www.northlincs.gov.uk](http://www.northlincs.gov.uk)

12. You can agree to an extension of the 5 week period for checking your application up to a maximum of 8 weeks. This should assist you or your Architect in furnishing the Council with any additional information regarding your application and avoid an unnecessary rejection.

13. The Council's Building Control function collects and processes your personal data for Building Control purposes. In addition, will process your personal data in accordance with the General Data Protection Regulation and other relevant legislation, and will not disclose your personal data to any other third party, unless allowed or required to do so under the General Data Protection Regulations or other relevant legislation. For further details about the processing of your personal data please see the [Full Privacy Notice](#) or [Data Protection and Privacy](#) web page.

### **HAVE YOU ?**

- **Entered the applicant's full name.**
- **Entered the full postcode.**
- **Enclosed the appropriate fee.**
- **Signed the form.**
- **Enclosed a copy of all plans and details.**