



To: **Building Control Services  
Melton Borough Council  
Parkside, Station Approach,  
Burton Street, Melton Mowbray.  
LE131GH**

# FULL PLANS APPLICATION FORM

The Building Act 1984  
The Building Regulations 2010

Tel: **01664 502502** Fax: **01664 410283**  
Email: **buildingcontrol@melton.gov.uk**

FOR OFFICE USE ONLY			
Fee Tendered	Date	Plan Fee	Application Number
		£                    + £                    VAT	
Receipt No.		Inspection Fee	
		£                    + £                    VAT	
Proposal			Validation                    Area

**This form is to be filled in by the person who intends to carry out building works or the agent. If the form is unfamiliar please read the notes on the reverse side or consult the office indicated above. Please type or write block capitals.**

**1** **Applicant's details (see note 1)**  
Full Name:  
Address:  
Postcode:                    Tel:                    Fax:                    email:

**2** **Agent's details (if applicable)**  
Full Name:  
Address:  
Postcode:                    Tel:                    Fax:                    email:

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

**4** **Proposed work (see note 3)**  
Description:  
  
Is the proposed work or any part of it subject to Partnering or current Registered Details? YES  NO

**5** **Contractors/Builders details (if known)**  
Full Name:  
Company Name:  
Address:  
Postcode:                    Tel:                    Mobile:                    E Mail:  
  
Are they a member of a Trade Association (e.g. FMB, Trustmark etc). YES  NO  NOT NOWN   
  
If **YES** please supply (if known) their Trade Association and Registration Number:  
\_\_\_\_\_

**continued overleaf.....**



---

## Notes

1. The applicant's full name must be included together with the correct address and postal code and contact details to allow us to communicate with you more effectively and speedily. The applicant is the person on whose behalf the work is being carried out, e.g. the building's owner. In the case of other applicants e.g. commercial organisations please include the full details of the organisation and a relevant contact name.

2. Persons carrying out building work must give 2 days written notice prior to commencement.

3. Ensure that the works description includes all works to be carried out – it will be this description that will be listed on our completion certificate (if work is left off the description it can cause you problems if you ever try to sell your property). **This must also include any 'notifiable electrical works' not being installed by a 'Competent Person Scheme member' approved by the CLG.**

4. One copy of this notice should be completed and submitted with two copies of the plans and supporting information 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, one further copy of plans, which demonstrate compliance with the requirements, should be deposited.

5. 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. Most fees are payable in two stages. The first fee must accompany the deposit of plans and the second fee is payable after the first site inspection of work in progress. This second fee is a single payment in respect of the relevant work to cover all site visits and consultations, which may be necessary until the work is satisfactorily completed.

**Table A** prescribes the plan and inspection fees payable for small domestic buildings (new build dwellings). **Table B** prescribes the fees payable for small alterations and extensions to a dwelling home, and the addition of a small garage or carport. **Table C** prescribes the fees payable for all other cases.

The appropriate fee is dependent upon the type of work proposed, the competency of the designer and contractor and the contract period. Fee scales and methods of calculation are set out in the Guidance Notes on Fees, which is available on request.

6. 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.

7. LABC Services provides a Partner Authority Scheme and also 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 the name of the Partner Authority. If the work proposed, or any part of it is subject to Registered Details 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 Registered Details 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 Services office, or LABC Services, 66 South Lambeth Road, London, SW8 1RL.

8. The Regulatory Reform (Fire Safety) Order 2005 applies to all buildings except dwellings occupied by a single person or by people living together as a family, or by not more than six residents living together as a single household.

9. 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.

10. Where existing underground services e.g. gas, electricity, water, telecoms are affected by the proposals, **the building owner or contractor must contact the relevant service provider to arrange for their diversion.**

11. The issue of the Building Regulation approval does not operate as an approval for the purpose of any other statutory provision e.g. Party Wall Act, Health & Safety at Works Act etc.

12. These notes are for general guidance only, particulars regarding the deposit of plans are contained in Regulation 14 of the Building Regulations 2010 (as amended) and, in respect of fees, in the Building (Local Authority Charges) Regulations 2010.

13. 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.

14. Further information and advice concerning the Building Regulations and planning matters may be obtained from your local authority.

15. 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.

16. The Full Plans application will be cancelled three years after submission to the local authority unless the work has been commenced before the expiry of that period.

### 17. THE PARTY WALL ETC. ACT 1996

If you intend to carry out building work which involves:

- work on an existing wall shared with another property
- building on the boundary with a neighbouring property
- excavating near a neighbouring building

The Party Wall Act may apply and you should notify all affected neighbours. Further information on Party Wall matters is available from the Department for Communities & Local Government website:

[www.communities.gov.uk/publications/planningandbuilding/partywall](http://www.communities.gov.uk/publications/planningandbuilding/partywall)

### 18. DATA PROTECTION ACT 1998

The information given on this form will be used for the purposes of this Building Regulation application and will be made available to other Council services to allow the authority to provide "joined up" service provision including enforcement. It will also be made available to other external organisations that have a statutory interest in the information, e.g. Valuation Office, Leicestershire Fire and Rescue (if relevant), Severn Trent Water, and any organisation appointed by the Council to assist in the Building Regulation process, e.g. external plan checkers, consultant engineers.

This data is under the control of the Local Authority and if you wish to know what personal data is being held about you please contact the Council at the address shown on the application form.

Paper records will be held for a period of approximately 3 years from the date of deposit or submission, and then digitally scanned and the paper file destroyed (subject to a change in retention policy). Computer records will be kept indefinitely.

---

---

## 19. ELECTRICAL WORKS.

Building Regulations 'Part P – Electrical Safety in Dwellings' applies to certain electrical works being undertaken to dwellings. All wiring and electrical works must be designed, installed, inspected and tested in accordance with the requirements of BS 7671, the IEE 17<sup>th</sup> edition wiring guidance. Failure to comply with these regulations is an offence, and the Council can pursue a prosecution for a fine against any person contravening them and it is also likely that it will not be possible to sell your property. Full details of these regulations, including the definition of 'notifiable works' can be found in the Approved Document to 'Part P – Electrical Safety in Dwellings'.

Where 'notifiable electrical work' is to be carried out, you are required to either submit a Building regulation application or to have the works undertaken by a competent electrical contractor registered with the governments '**Part P Competent Persons Self-Certification Scheme**' (this should be your preferred option). The electrical works can form part of your main application e.g. electrical installation that forms part of your proposed alterations or extension works. **Enter a 'x' to advise whether you are using an electrician who is registered with a Part P self certifying scheme or not. If you are not it will incur extra charges, and also if at a later date it becomes apparent the electrician is not Part P registered you will become liable for an additional charge in accordance with the charges scheme in force.**

### Competent Person Self-Certification Scheme.

Where you are using a **Competent Person Self-Certification Scheme** member – you must answer YES to question 8 (enter a 'x') and supply full details of their scheme membership (if known). You are advised to check your contractor out carefully to avoid problems occurring during the works stages. Your approved contractor will ensure that all electrical works comply with the Building Regulations – and therefore this element of work can be excluded from your Building Regulation application.

If you do not know who your **Competent Person Self-Certification Scheme** member is at the time of submission and you have answered YES – you must ensure that a scheme member is employed. If you change your mind after submitting your application and do not use a **Competent Person Self-Certification Scheme** member, then you may have to submit a separate Building Regulation application (see notes below) for the electrical works and pay a separate charge payment.

**Your competent electrician will supply you and the Council within 30 days of the electrical works completion a signed 'Building Regulations Self-Certification Certificate'.** If this certificate is not supplied it may leave you open to enforcement action and no completion certificates will be issued for the works. **For your information the householder should also received a completed BS7671 Electrical Installation Test certificate – make sure this is requested and obtained.**

**Please be aware that checks will be made that a Competent Person Self-Certification Scheme member has been used for the electrical works.**

### Building Regulation Application Route.

Works carried out by electricians, who are not a member of a **Competent Person Self-Certification Scheme cannot "self-certify" their own work and must therefore submit a Building Regulation application.**

**You are required to submit with the application – full details of the electrical works to be undertaken, including where appropriate wiring diagrams and evidence of the existing systems suitability to be adapted. This will be subject to a charge in accordance with the charges scheme in force.**

All wiring and electrical work must be designed, installed, inspected and tested by a **person qualified** to do so in accordance with the requirements of BS7671, the IEE 17<sup>th</sup> edition wiring guidance and Building regulations Part P (Electrical Safety). On completion of works a copy of installed Electrical Installations Test certificate compliant with BS7671 is to be provided to the client and Local Authority.

AND

Prior to covering of all wiring/cables, the installation must be inspected by Building Control. This could include a second check and testing of the installation. *Any defective work found will have to be corrected at the owner's own expense.*

**A person qualified to do so – will have appropriate qualifications, knowledge and experience relevant to the nature of the work undertaken and to the technical standards set down in BS7671, to be fully versed in the inspection and testing procedures contained in the regulations and employ adequate calibrated testing equipment. (Building Control will expect suitable evidence to be provided of a person's competency prior to accepting such persons BS7671 certificate). If the person's competency cannot be proved, further charges will be incurred for the LA to arrange for testing of the installation.**

---