



MID SUSSEX DISTRICT COUNCIL



Mid Sussex District Council
Oaklands
Oaklands Road
Haywards Heath
West Sussex
RH16 1SS
www.midsussex.gov.uk

THE BUILDING ACT 1984
THE BUILDING REGULATIONS
FULL PLANS APPLICATION

Building Control Charge Received: £.....

Telephone: 01444 477570 E-mail: buildingcontrol@midsussex.gov.uk

Two Copies of this form and plans must be submitted, Four copies of plans if the Regulatory Reform (Fire Safety) Order 2005 applies.

1. Building Owner

Name:
Address:
Postcode: Tel: Fax: E-mail:

2. Agent's Details (if applicable)

Name:
Address:
Postcode: Tel: Fax: E-mail:

3. Location of building to which work relates (see Note 10)

Location:

4. Proposed Work

Description:
Are there any trees within 35m of the building or extension?

5. Use of Building

1. If new building or extension please state proposed use:
2. If existing building state present use:

6. Conditions (see note 7)

Do you consent to the plans being passed subject to conditions where appropriate? YES/NO
Do you agree to an extension of time within which a decision must be made? YES/NO

7. Charges (see note 4 and separate guidance on charges available on web site)

Charge category number(s) : £
£
(Please make cheques payable to Mid Sussex District Council). Plan Charge £ inc. VAT

8. Planning Permission

Has optional requirements with reference to Approved Document Part M and or Part G been requested as part of planning permission being granted or currently applied for? YES/NO

If YES, please provide full supporting details with this application.

9. Details of Proposal

(a) Please confirm the design method adopted for means of escape in case of fire: Part B, BS 9999, BS 5588 or other
(b) Means of water supply:
(c) Disposal of surface water (d) Disposal of foul water:

10. If you have already submitted a planning application please state the application number:
You are advised to check whether planning permission is also required.

11. Statement

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 charge. I understand that the inspection charge will be payable by the applicant (where appropriate) following the first inspection by the Council (see note 4).

Name: Signature: Date:

FULL PLANS

1. 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 of Schedule (Fire Safety) imposes a requirement in relation to proposed building work, two further copies of plans that demonstrate compliance with the requirements, should be deposited except where the proposed building work relates to the erection, extension or material alteration of a dwelling-house or flat.

2. Full plans shall consist of

(a) a plan to a scale of not less than 1:1250 showing:-

- (i) the size and position of the building, or the building as extended, and its relationship to adjoining boundaries;
- (ii) the boundaries of the curtilage of the building, or the building as extended, and the size, position and use of every other building or proposed building within that curtilage;
- (iii) the width and position of any street on or within the boundaries of the curtilage of the building or the building as extended;

(b) a statement specifying the number of storeys (each basement level being counted as one storey), in the building to which the proposal relates; and

(c) particulars of:-

- (i) the provision to be made for the drainage of the building or extension; and
- (ii) the steps to be taken to comply with any local enactment which applies.

(d) where paragraph H4 of Schedule 1 imposes a requirement, particulars of the precautions to be taken in building over a drain, sewer or disposal main to comply with the requirements of that paragraph; and

(e) any other plans which are necessary to show that the work would comply with these Regulations.

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 charge must accompany the deposit of plans and the second charge 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 that may be necessary until the work is satisfactorily completed.

The appropriate charge is dependent upon the type of work proposed. Scales of charges and methods of calculation are set out in guidance available on the web site www.midsussex.gov.uk/buildingcontrol

4. Subject to certain provisions of the Building Act 1984 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. A person shall deposit full plans where it is intended to carry out building work in relation to a building which the Regulation Reform (Fire Safety) Order 2005 applies or will apply after completion of the work.
6. 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.
7. These notes are for general guidance only; particulars regarding the deposit of plans are contained in Regulation 14 of the Building Regulations and, in respect of charges, in the Building (Local Authority Charges) Regulations.
8. 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.
9. In the event of a new business, domestic unit or similar being created please inform Royal Mail, Address Management, Service Centre, Redstone Hill, Redhill, RH1 1GG.