

general notes:

1. Two copies of the plans and details should be submitted.
2. Plans must be drawn to at least the following minimum scales:
 - a) Site plan (showing location of site on Ordnance Survey Map) 1:2500
 - b) Block Plan (showing position of building on site) 1:1250 or 1:500
 - c) Plan, Section and Elevations and Drainage of Building 1:100 (or similar)
3. The charge is dependent on the type of work that is carried out. Please see separate charges guidance. You may be eligible for a 'disabled persons' exemption.
4. A separate permission under The Town & County Planning Acts may be required.
5. 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.
6. Prior to starting work on site, two working days notice of commencement must be provided to the council.
7. Notice must be given to your local authority before any opening is made in the highway.

data protection act 1988:

We will keep any information you give us, in our records, including on computer. We will only use it for the purposes for which you gave it to us and to provide other council services. We will not sell or give the information to a third party, unless it is for anonymous survey, or in connection with government anti-fraud investigations. Please go to the Breckland Council web site for the Building Control Privacy Notice.

checklist

Have you...

1. Completed all parts of the form?
2. Signed the form?
3. Provided a site location plan, including boundaries?
4. Provided detailed plans and specifications?

How to contact us:
For further information about building regulations charges, or the services Building Control can provide, please contact us.

Phone 01362 656246 or 01362 656228
E-mail: building.control@breckland.gov.uk
www.breckland.gov.uk



Partner Authority Scheme

Full Plans Application

The Building Act 1984
The Building Regulations 2010



Breckland Council, Elizabeth House, Walpole Loke, Dereham, Norfolk NR19 1EE

1. applicant's details - the person for whom the work is being carried out, i.e. the building owner

Name: _____
Address _____

Phone _____ Email: _____

2. agent's details - if applicable

Name: _____ Company Name: _____ Your ref: _____
Address _____

Phone _____ Email: _____

3. location of building

Address _____

4. work to be carried out and use of building

Description: _____
Existing use: _____ Proposed use: _____

5. charges (see our scale of charges and the inspection charge declaration below)

1. If these are new dwellings please state the number and the number of types
2. Domestic extensions - please state the total internal floor area m²
3. Please state the total estimated cost of work (not including VAT): £
Plan charge (including VAT): £ _____ Inspection charge (including VAT): £ _____

6. drainage

Proposed foul drainage? **Sewer / Septic / Tank / Cesspool / Other**

7. additional information

I agree to an extension of time for this application (from 5 weeks to 2 months) **(delete if not applicable)**
I agree to a conditional approval where appropriate **(delete if not applicable)**
Planning application reference number (if this applies): _____

8. electrical installations

Will any electrical installation be carried out by:
1. An electrician registered with a competent persons self certification scheme **YES / NO**
2. An electrician qualified to sign a BS7671 design, installation and testing certificate **YES / NO**
Additional charges may be payable unless competent electricians are used

9. statement

This notice applies to the building work described above and the requirement of regulation 12(2)(b).
I enclose the correct charge and confirm that the applicant is aware that an inspection charge may be due after the first site inspection. I request a completion certificate upon satisfactory completion.

Name: _____ Signature: _____ Date: _____