



FULL PLANS
The Building Act 1984
The Building Regulations 2010



**Building Control Section,
Housing and Public Health
Directorate of Place
The Guildhall, Swansea, SA1 4PE
Tel: - 01792 635636
e-mail: - bcon@swansea.gov.uk**

This form is to be filled in by the person who intends to carry out building work or agent. If the form is unfamiliar, please read the enclosed guidance notes or consult the office indicated above.

***Please type or use block capitals.**

1	APPLICANT'S DETAILS (see note 1) Title: Full Names: Surname: Full Business Name: Address: Postcode: Contact no: Email address:
2	AGENT'S DETAILS (if applicable) Name: Address: Postcode: Contact no: Email address:
3	LOCATION OF BUILDING TO WHICH WORK RELATES Address: Postcode:
4	PROPOSED WORK Description:
5	USE OF BUILDING 1. If new building or extension please state proposed use: 2. If existing building state present use: 3. Is the building a building to which the Regulatory Reform (Fire Safety) Order 2005 applies, or will apply after the completion of the building work (see note 5)? YES / NO

This information is available in alternative format, if you need help with filling in any forms please ask.

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ELECTRICAL WORKS (applies to dwellings only)

Please indicate which of the following methods you intend to use in order to demonstrate that all fixed electrical installation works associated with this application will be designed, installed, inspected and tested in accordance with BS 7671 : 2001 (as amended).

a) Competent Person Scheme

No additional charge (see list of approved schemes in attached guidance note)

b) BS 7671 Certificate

A qualified electrician will certify that the work has been designed, installed, inspected and tested in accordance with BS 7671 and provide an Electrical Installation Certificate with associated inspection and testing schedules to BS 7671. (NB This option will attract an additional charge, please contact the office to obtain the appropriate fee).

c) Building Control Body

This option will involve a Council employed electrician inspecting, testing and certifying the electrical installation.

Note: This option will attract an additional charge (NB This option will attract an additional charge, please contact the office to obtain the appropriate fee).

NOTE

Fees in association with options b) and c) above are payable on submission of the Building Regulation application.

If option a) is chosen at the time of application and then reverting to option b) or c) at a later date, the relevant additional fee will then be payable. Additionally, this may involve opening up completed works for inspection.

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FEES: See relevant guidance note

- 1. Table A work: please state the total number of dwellings - _____
- 2. Table B work: if work includes replacement windows, please tick box
- 3. Table B work: if work is for, or includes electrical work, see section 7
- 4. Table B or C work: please state the estimated cost of work excluding VAT: £ _____ or, if work includes an extension, please state floor area: _____m²

Plan Fee: £ _____ Plus VAT £ _____

Electrical Fee: £ _____ Plus VAT £ _____ Total: £ _____

To make a card payment by phone – contact 01792 635636

The inspection fee can also be made over the phone, please contact us when works commence.

OFFICE USE ONLY

Payee Details: Receipt No: Amount: £ Date:

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Statement

This notice is given in relation to the building work as described, and is submitted in accordance with Regulation 12(2) and is accompanied by the appropriate fee. I understand that further fees will be payable following the first inspection by the Local Authority. I agree to a conditional approval if appropriate.

Name: _____ Signature: _____ Date: _____

FULL PLANS GUIDANCE NOTES

1. The applicant is the person on whose behalf the work is being carried out, e.g., the building's owner.
2. One copy of this notice should be completed and submitted with plans and particulars in duplicate in accordance with the provisions of Building Regulation 14.

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 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 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 fees payable for small houses.

Table B prescribes the fees payable for all domestic extensions, garage, replacement windows, electrical installations etc.

Table C deals with all other 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. Subject to certain provisions of the Water Industry Act 1991 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. Person wishing to make such connections must give not less than 21 days notice to the appropriate authority.

5. The Regulatory Fire Reform (Fire Safety) Order 2005 applies to all premises except:

'Single family dwellings houses and alterations and extensions to the same'

6. 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 fees, in the Building (Local Authority Charges) Regulations 2010.

7. 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.

8. Further information and advice concerning the Building Regulations and planning matter may be obtained from the Council.

9. This Full Plans Application shall cease to have effect from three years after it is given to the local authority unless work has been commenced before the expiry of that period.

10. Following commencement of works you are advised to ensure you request a completion inspection prior to your contractor leaving site. If for any reason you do not, you may incur problems with any future potential sales. Files will be closed after a period of 2 years where there has been no further progress. You will incur a charge to re-open the file, check our records & inspect works for a completion certificate to be considered.

Swansea Council is the data controller for the personal information you provide on this form. We are collecting this information as part of our obligation under Section 91 of the Building Act 1984. Your information will be used to help us fulfil our legal obligation and will not be used for any other purpose. We will share your data securely with the following third parties under our data sharing agreement with them: These are, Street Naming & Numbering, Planning, Highways, Mid & West Fire Service.

Data protection law describes the legal basis for our processing your data as necessary for compliance with a legal obligation. For further information about how Swansea Council Uses your personal data, including your rights as a data subject, please see our corporate [privacy notice](#) on our website.