

Building Control  
Basildon Borough Council  
The Basildon Centre  
St Martin's Square  
Basildon, Essex SS14 1DL  
Tel: Basildon (01268) 208026  
Fax: Basildon (01268) 206637  
E-mail: buildingcontrol@basildon.gov.uk

# FULL PLANS SUBMISSION

Plan No. \_\_\_\_\_/\_\_\_\_\_/FP

## BUILDING ACT, 1984 THE BUILDING REGULATIONS 2010 (as amended)

### NOTICE OF INTENTION TO CARRY OUT BUILDING WORKS

*This form is to be filled in by the owner or agent. Please type or use block capitals.  
If you are unfamiliar with this form, please read the notes on the reverse side or consult Building Control.*

#### 1 Applicant's details

Mr, Mrs, Ms, Miss/Other \_\_\_\_\_ Initials: \_\_\_\_\_ Name: \_\_\_\_\_

Address: \_\_\_\_\_

\_\_\_\_\_ Postcode: \_\_\_\_\_ Tel: \_\_\_\_\_

E-mail: \_\_\_\_\_

#### 2 Agent's details (if applicable)

Name: \_\_\_\_\_

Address: \_\_\_\_\_

\_\_\_\_\_ Postcode: \_\_\_\_\_ Tel: \_\_\_\_\_

E-mail: \_\_\_\_\_

#### 3 Location of building to which work relates

Address: \_\_\_\_\_

\_\_\_\_\_

#### 4 Proposed Work

Description: \_\_\_\_\_

\_\_\_\_\_

#### 5 Use of building

1. If new building or extension state proposed use: \_\_\_\_\_

2. If existing building state present use: \_\_\_\_\_

#### 6 Conditions (see note 3)

Do you consent to the plans being passed subject to conditions where appropriate? YES/NO

#### 7 Fees (see Fee notes for guidance). The applicant will be invoiced for the Inspection Fees following commencement of work; unless otherwise stated - see separate sheet for scale of charges and details.

*(On request a receipt for the plan fee can be obtained)*

Table A New Dwellings Plan Fee £ \_\_\_\_\_ VAT £ \_\_\_\_\_ Total £ \_\_\_\_\_

Table B Certain domestic extensions, detached garages  
Plan Fee £ \_\_\_\_\_ VAT £ \_\_\_\_\_ Total £ \_\_\_\_\_

Table C Fees for other work Total Estimated cost £ \_\_\_\_\_  
Plan Fee £ \_\_\_\_\_ VAT £ \_\_\_\_\_ Total £ \_\_\_\_\_

<b>8</b>	<b>Extension of Time</b> Do you wish to extend the time before we have to make a decision to 2 months to give you more time for any amendments or further details? <span style="float: right;">YES/NO</span>
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<b>9</b>	<b>Statement</b> This notice is given in relation to the building work as described, and is submitted in accordance with Regulation 14 and is accompanied by the appropriate fee. I understand that further fees will be payable following the first inspection by the local authority.  Name: _____ Signature: _____ Date: _____
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**Notes**

- 1 One copy of this notice should be completed and submitted with three copies of all plans except for proposals to domestic premises where two copies are required.
  - 2 Subject to certain exceptions a Full Plans Submission attract 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 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.
  - 3 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 (see point 6 over).
  - 4 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).
  - 5 Persons proposing to carry out work or make a material change of use of a building are reminded that permission may be required under the Town and County Planning Acts. You can check with Planning on 01268 206895.
  - 6 Further information and advice concerning the Building Regulations can be obtained from Building Control. Telephone 01268 208026.
- The appropriate fee is dependent upon the type of work proposed. Fee scales and methods of calculation are set out in the **Guidance Note of Charges**.

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**If in doubt ask first:**

**Basildon Building Control helpline 01268 208026**

*Translations of this leaflet into languages and format other than English are available, please contact Phil Jones on 01268 206738.*

