

FULL PLANS SUBMISSION

The Building Act 1984
The Building Regulations 2010

CARLISLE
CITY COUNCIL



www.carlisle.gov.uk

Building Control

Economic Development
Civic Centre, Carlisle,
Cumbria, CA3 8QG
Telephone: **01228 817184**
Fax: **01228 817115**
Email: **bc@carlisle.gov.uk**
Out of hours: answerphone: **01228 817197**
BT Typetalk: **18001 (01228) 817184**

OFFICE USE ONLY

Application Number

Plan fee

Insp. fee

Checked by

Agreed by

This form is to be filled in by the person who intends to carry out building work or agent. PLEASE TYPE or USE BLOCK CAPITALS. If the form is unfamiliar please read the separate guidance notes or consult the office indicated above

1 Applicant's details (see note 1)

Name:

Address:

Postcode:

Telephone:

Fax:

Email address:

2 Agent's details (if applicable)

Name:

Address:

Postcode:

Telephone:

Fax:

Email address:

3 Location of building to which work relates

Address:

Postcode:

4 Proposed work:

5 Use of building

1 If new building or extension please state proposed use:

2 If existing building please state present use:

6 Conditions (see note 5)

Do you consent to the plans being passed subject to conditions where applicable?

(please tick)

Yes No

Do you consent to the period of plan consideration being extended to 2 months from the date of submission?

Yes No

Would you prefer to receive correspondence electronically?

Yes No

7 Domestic Electrical Work (to be completed for all domestic applications that include electrical work)
 Will a competent electrician who is registered with a Part P self-certifying scheme be carrying out the electrical installations? (if No, please see Note 6 on guidance notes)
 Yes No
 If Yes, please supply the Electrician's name, Trade Association (e.g. NICEIC/ECA, etc) and Reg. number:

8 Plan fee (see note 3 and separate Guidance Note on Fees for information)

	£	p
a) No. of new dwellings (Schedule 1) <input type="text"/> No. of types <input type="text"/> Fee (Schedule 1)		
b) Floor area of extension etc. (Schedule 2) <input type="text"/> Sq.m Fee (Schedule 2)		
c) Total estimated cost of other work (Schedule 3) £ <input type="text"/> Fee (Schedule 3)		
Total plan fee		
Add VAT		
Amount enclosed		

Payment should preferably be made by cheque to 'Carlisle City Council.'
 Alternative arrangements for payment by debit/credit card can be made; details are available from the Building Control office.

9 Additional Information

a) Has an application been made for planning permission and/or listed building consent?
 Yes No
 Application No. (if known) _____

b) Means of water supply: i.e. Mains, private supply _____

c) Mode of drainage: (i) Foul water _____ (ii) Surface water _____

d) Is the building to be used as a place that will be subject to the provisions of the Regulatory Reform (Fire Safety) Order 2005? (see note 11) Yes No

10 Statement

This notice is given in relation to the building work as described, and is submitted in accordance with Regulation 12(2)(b) and is accompanied by the appropriate fee. I understand that further fees may be payable following the first inspection by the local authority. Additional fees may be payable in accordance with The Building (Local Authority Charges) Regulations 2010 11(4). I have read and understood the guidance notes.

Name: _____ Signature: _____ Date: _____

FOR COUNCIL USE ONLY

Initial Payment		Additional Payment
Fee Required		
Fee Received		
Date Received		
Paid By	Cheque/Credit/Debit/Cash/BACS/Internal transfer/Invoice	
Cheque No		
Name of Payee		
Purchase Order No		
Invoice No		
Internal Transfer Fund Code		
Receipt No		
Paying In Slip/Authorisation Code		
Payment Taken By		
Hours Allocated		
Rate Applied		
Rating		

Full Plans Guidance Notes

Building Control

Economic Development, Civic Centre, Carlisle, Cumbria, CA3 8QG

Telephone: **01228 817184** Fax: **01228 817115**

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1 The applicant is the person on whose behalf the work is being carried out, eg the building's owner.

2 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.

For buildings subject to the Regulatory reform (Fire Safety) order 2005 (Commercial buildings, workplaces, holiday accommodation, common parts of flats) 3 sets of plans must be submitted to allow this authority to carry out consultation with the Fire Authority. Failure to provide sufficient plans will delay the processing of the application.

3 Subject to certain exceptions a full plans submission attracts charges payable by the person by who or on whose behalf the work is to be carried out. Most charges are payable in two stages. The first must accompany the deposit of plans and the second 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 which may be necessary until it is satisfactory completed.

The charges in:

Schedule 1 set the plans and inspection fees payable for new dwellings. Schedule 2 prescribes the fees payable for small alterations and extensions to a dwelling house, and the addition of a small garage or carport. Schedule 3 prescribes the fees payable for all other cases.

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 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.

5 Section 16 of the Building Act 1984 provides for the passing of plans subject to conditions and extending the relevant period for making decisions on plans from five weeks to two months. The conditions may specify modifications to the deposited plans and/or that further plans shall be deposited.

6 The Council will require that you provide certification of satisfactory testing and inspection for all work not carried out under the Competent Persons Scheme. This requirement may unfortunately increase the cost of the application (see 'Building Control Charges' document for additional inspection charges) and may cause a delay (arranging for another electrician to carry out an inspection and test).

Any electrical installation undertaken by someone who is not registered with a competent Persons Scheme Provider must provide an installation certificate, together with a test certificate prepared by that person.

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- 7** Where a building is erected a “design” CO₂ emission rate calculation must be submitted at least a day before commencement. An “as-built” CO₂ emission rate calculation must also be provided within 5 days of completion.
- 8** 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.
- 9** 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 Act.
- 10** Further information and advice concerning the Building Regulations may be obtained from Building Control, Economic Development Directorate, Carlisle City Council, Civic Centre, Carlisle, Cumbria CA3 8QG Tel: **01228 817184**
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Email: **bc@carlisle.gov.uk**
- 11** The Regulatory Reform (Fire Safety) Order 2005 applies to all premises that are “workplaces” or common areas of flats and imposes a duty on “The Responsible Person” to comply with its requirements.
- 12** In cases where the work involves the provision of a septic tank or other non mains sewage disposal options, the Environment Agency should be contacted in order to ascertain if a formal consent to discharge is required.

Contact:

The Environment Agency, Ghyll Mount,
Gillian Way, Penrith 40 Business Park,
Penrith, Cumbria CA11 9BP.

Tel: **01768 866666**, Fax: **01768 865606**
