

FULL PLANS SUBMISSION

Building Act 1984 The Building Regulations 2000
Civic Centre, Home Gardens, Dartford, Kent DA1 1DR
Customer Services: 01322 343434 Fax: (01322) 343047
E-mail: building.control@dartford.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 notes below or consult the office indicated above.

1. Applicant s details (see note 1)					
Title		First name		Last name	
House no/		Building name			
Street		Town			
Postcode		Phone			
Mobile		Email			
2. Agent s details (if applicable)					
Title		First name		Last name	
House no/		Building name			
Street		Town			
Postcode		Phone			
Mobile		Email			
3. Location of building to which work relates					
House no/		Building name			
Street		Town			
Postcode		Phone			
Mobile		Email			
4. Description					
Is the proposed work or any part of it subject to a current LANTAC approval? (see note 14)					
5. Use of building					
If new building or extension, please state proposed use:					
If existing building, state present use:					
Is the building to be put, or intended to be put, to a use which is designated for the purpose of the RRO Fire Safety (see note 5)					
6. Conditions (see note 6)					
Do you consent to the plans being passed subject to conditions where appropriate?					
7. Fees (see note 8 for information)					
If Table 1 work please state the total number of dwellings:					
If Table 2 please state floor area:				M ²	
If Table 3 work please state the estimated cost of work excluding VAT:					
Plan fee		VAT		Total:	
8. Additional information					
Any encroachment of works on adjoining property?					
If the work is for the benefit of a disabled person, please give documentary evidence: (see note 11)					
9. Statement					
I agree to give the Council a period of two months within which to determine the plans YES/NO (see note 10)					
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 will be payable following the first inspection by the Local Authority. Date:					

Why not Pay over the phone? Call 01322 343204 to use this facility.

Full Plans Notes

1. The applicant is the person on whose behalf the work is being carried out e.g. the building's owner.
 2. This notice should be completed and submitted with sufficient plans, including a site location plan and particulars, in accordance with the provision of Building Regulation 14. Where Part B (Fire Safety) imposes a requirement in relation to the proposed building work, plans which demonstrate compliance with the requirements should be deposited.
 3. **Fees:** 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 payable after the first site inspection of work in progress. This second fee is a single payment in respect of each individual building, to cover all site visits and consultation which may be necessary until the work is satisfactorily completed. Table 1 prescribes the plan and inspection fees payable for small domestic buildings. Table 2 prescribes fees payable for small alterations and extensions to a dwelling home, and the addition of a small garage or carport. Table 3 prescribes the fees payable for all other cases the appropriate fee is dependant upon the type of work proposed. Fee scales and methods of calculation are set out in guidance notes on fees which are available on request.
 4. **Public sewer connections:** 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 (Thames Water/Southern Water).
 5. **Certifiable premises:** Premises currently designated for the purpose of the **Regulatory Reform (Fire Safety) Order 2005**
- A fee is usually payable to contribute towards the cost of site inspections, being a single payment which covers all necessary site visits until satisfactory completion of the work in accordance with the Building Regulations.
 - Fees:** The Building Notice fee is calculated in accordance with current fees regulations and is payable at the time of submission. Guidance notes on fees are available on request.

Table 1 prescribes the plan and inspection fees payable for small domestic buildings. Table 2 prescribes the fees payable for small alterations and extensions to a dwelling house, and the addition of a small garage or carport. Table 3 prescribes the fees payable for all other cases.

- 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.

- These notes are for general guidance only, particulars regarding the submission of Building Notices are contained in Regulation 13 of the Building Regulations 2000 and the Council's adopted fee scheme.

- 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.

- Further information and advice concerning the Building Regulations and planning matters may be obtained from Dartford Borough Council (see overleaf for details).

- This Building Notice shall cease to have effect from three years after it is given to the Local Authority unless the work has been commenced before the expiry of that period.

National Type Approval: LABC Services provides National Type Approval for a range of building types, building systems and major building elements where they are used repeatedly. If the work proposed, or any part of it, is subject to a LANTAC approval please answer YES and enclose a copy of the appropriate current certificate(s). If there is any variation to this proposal from that shown on the LANTAC type approved plans attention should be drawn to it in a covering letter. Further information on LANTAC schemes is available from your local Building Control Services office or LABC Services, Third Floor, 66 South Lambeth Road, London SW8 1RL

Website: <http://www.labc.uk.com>

Data Protection Act 1998 Privacy Notice Clause

What information do we collect about you?

We collect information about you when you register or apply for a Council service. We also collect information when you voluntarily complete customer surveys, provide feedback and participate in competitions. Website usage information is collected using cookies.

How will we use the information about you?

Personal information which you supply to The Dartford Borough Council may be used in a number of ways, for example:

- To make decisions
- For fraud prevention
- For audit and debt collection
- For data matching initiatives
- For the assessment or collection of any tax or duty
- For the apprehension or prosecution of offenders
- For electoral registration purposes
- To assist in other Council statutory functions such as Environmental Health or Planning
- For statistical analysis

We may check and/or share your information with, and receive information about you from other sources within the Council, fraud prevention agencies, HM Revenue and Customs, Courts, Bailiffs, Department of Works and Pensions, UK Border Agency, Audit Commission, other councils and organisations that are legally entitled to check, receive or share the information.

We may make a search (including making enquiries about principal directors) with a Credit Reference Agency. The Credit Reference Agency will keep a record of that search and may share the information with other businesses.

We will create and maintain computer and/or paper records on you.