

FULL PLANS SUBMISSION

Building Act 1984 The Building Regulations 2010
Civic Centre, Home Gardens, Dartford, Kent DA1 1DR
Customer Services: 01322 343434 Fax: (01322) 343222
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 343238 to use this facility.

Full Plans Notes

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, site location plan and particulars in duplicate in accordance with the provision of Building Regulation 14. Subject to certain exceptions where Part B (Fire Safety) imposes a requirement in relation to proposed building work, two further copies of plans which demonstrate 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 prescribed 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.
 - 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.
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).
 - 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.
5. **Certifiable premises:** Premises currently designated for the purpose of the **Regulatory Reform (Fire Safety) Order 2005**

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.

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 - We will use the personal information you give us to administer our building control function.

Our **lawful bases** for processing your personal information are:

- our legal obligation(s) under the Building Act 1984
- our legal obligation(s) under the Building Act 2010 supported by Approved Documents
- necessary for the performance of a task in the public interest or in the exercise of official authority vested in the Data Controller (under the above legislation)

Some of the information that is collected is classified as **special category personal data** and/or personal data consisting of **criminal convictions and offences (including alleged offences)**. This is processed for reasons of substantial public interest under the laws that apply to us (see above) where this helps to meet our broader social obligations such as where it is necessary for us to fulfil our legal obligations and regulatory requirements. We have a Data Protection Policy that sets out how this information will be handled.

Dartford Borough Council, Civic Centre, Home Gardens, Dartford, Kent DA1 1DR is the Data Controller dataprotection@dartford.gov.uk

Please refer to our Corporate Privacy Notice and the Privacy Notice for Building Control Services at www.dartford.gov.uk for further details on how we process your personal information and your rights.