

# Building Control Full Plans or Building Notice

## Application Form



The Building Act 1984 | The Building Regulations 2010

01785 619340  
 buildingcontrol@cannockchasedc.gov.uk  
 www.cannockchasedc.gov.uk/buildingcontrol

**Application type:** Please tick this box if you want a Full Plans  or Building Notice

### Applicant's Details

Name: .....

Address: .....

Postcode: .....

Tel: ..... Mobile: ..... Email: .....

### Agents Details (if applicable)

Name: .....

Address: .....

Postcode: .....

Tel: ..... Mobile: ..... Email: .....

### Builder/Contractor Details (if known)

Name: .....

Address: .....

Postcode: .....

Tel: ..... Mobile: ..... Email: .....

### Location of Building(s) to which work relates

Name: .....

Address: ..... Postcode: .....

### Proposed Work(s)

### Use of Building

1. If new building or extension - Please state proposed use: .....
2. If existing building - Please state present use: ..... Proposed Use: .....
3. Is this building intended, to be put to a relevant use (Regulatory Reform (Fire Safety) Order)  
 Yes       No
4. Means of drainage - Mains / Septic Tank / Other .....

### Domestic Electrical Work

Will an electrician registered with Part P Competent Persons Self-Certifying Scheme or qualified to complete BS7671 installation certificates carry out the electrical works?

Yes     No    If NO, an additional inspection charge will be payable

Date of commencement

(if known) Please note at least two working days notice is required

### Charges (see separate guidance note for details of charges)

Please state category: ..... floor area: ..... m<sup>2</sup>

Plan fee: £ ..... Inspection fee: £ ..... Building Notice fee: £ .....

Please state name of person/company responsible for payment of inspection fee: .....

Please make cheques payable to Cannock Chase Council

### Conditions

I agree to the plans being passed subject to conditions where appropriate  
(Full Plans only) (delete if you wish)

### Extension of time

I agree to an extension of time by which a decision shall be issued from 5 weeks to 2 months  
(Full Plans only) (delete if you wish)

### Statement

This notice is given in relation to the building work as described, is submitted in accordance with Regulation 12 (2) (b) for Full Plans or 12 (2) (a) for a Building Notice and is accompanied by the appropriate fee.

Name: ..... Signature: ..... Date: .....

# Guidance Notes

## Making An Application

A **Full Plans Application** should be accompanied by one set of working drawings and supporting information together with a block plan, a site plan, a site location plan and the relevant plan fee based upon the current fee charges for CCSB Building Control. Upon receipt of the application, the plans and supporting information will be appraised for compliance with the Building Regulations and a formal decision notice will be issued to you within the agreed statutory time period of either five weeks or two months.

A **Building Notice Application** should be accompanied by a site location plan and relevant fee based upon the current fee charges for CCSB Building Control. You may submit additional information if you wish. The Council also reserves the right to request further information. Unlike the Full Plans approach, a Building Notice does not undergo the formal decision making process. As a result you will not have the benefit of a formal approval. Where your application is related to a building that falls within the scope of the Regulatory Reform (Fire Safety Order) 2005 then you must submit a Full Plans Application and NOT a Building Notice. It is recommended that you only use the Building Notice route if you and your builder have a good understanding of how to achieve compliance with the Building Regulations. Note: A Building Notice cannot be used where the proposed work is within 3m of a public sewer.

### Charges

See our Building Control Guide to Charges for details of our fees and how to calculate them or contact our **Business Support team** on **01785 619340**

### Public Sewers

If a building or extension is within 3m of a public sewer, we may need additional information so that we can consult with the relevant sewage undertaker, you will be told of this as soon as possible.

### Conditions

Conditions may suggest changes to the plans or ask for extra information.

### Town and Country Planning

Building work and changing the use of a building may also need permission under the Town and Country Planning Act, to check this or for further guidance contact Development Control - **Cannock Chase District** tel: **01543 462621** | **Stafford Borough Council** tel: **01785 619000**

Note: The above are simplified general guidance notes if you would like any further information or more detailed information please contact our Business Support team on **01785 619340** or visit our website [www.cannockchasedc.gov.uk/buildingcontrol](http://www.cannockchasedc.gov.uk/buildingcontrol)

### Building Control - How we use your personal information

When you use the Building Control service we collect information relevant to the submitted application i.e. name and address. We only keep this data for the time specified in our retention schedule or as required by law. We use this data to:-

1. Input, for the registration of notifications and applications for processing under the Building Regulations.
2. Provide details for invoicing or in the recovery of monies.
3. Provide data to internal departments directly involved to apply enforcement where necessary.
4. Share with other Local Authorities when applications are submitted under the LABC Partnership scheme.
5. Other consultees necessary to ensure construction work complies with the building regulations. e.g. structural engineers

We are able to do this because legislation under The Building Act 1984 says that we can and it is in the public interest. Otherwise, we will only share your data if you ask us to, if it is in the public interest to do so and if the law requires or allows us to.

If you wish to speak to somebody regarding this service, please contact [buildingcontrol@cannockchasedc.gov.uk](mailto:buildingcontrol@cannockchasedc.gov.uk)

Details of your rights under Data Protection Legislation are available at [www.cannockchasedc.gov.uk/dataprotection](http://www.cannockchasedc.gov.uk/dataprotection)