



FULL PLANS SUBMISSION

The Building Act 1984
The Building Regulations 2000

Building Regulations
Plan Number:

Building Control Services
Civic Centre, (3N/01), Uxbridge, Middlesex UB8 1UW.
Tel: Direct Line (01895) 250804/5/6/7/8 Other Service (01895) 250111

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 on the reverse side or consult the office indicated above. Please type or use block capitals.

1 Applicant's details (see note 1)

Name: _____

Address: _____

Postcode: _____

Tel.: _____

2 Agent's details (if applicable)

Name: _____

Address: _____

Postcode: _____

Tel.: _____

3 Location of building to which work relates

Address: _____

Postcode: _____

Tel.: _____

4 Proposed work

Description

5 Use of building

1. Proposed use: _____

2. Present use: _____

3. Is the building put to or to be put to a designated use under the Fire Precautions Act 1971
or the Fire Precautions (Workplace) Regulations 1997? _____

YES/NO

6 Conditions (see note 5)

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

YES/NO

7 Charges (see note 3 and separate Guidance Note on Charges for information)

1. If Schedule 1 work please state number of dwellings: _____ and No. of dwelling types: _____

2. If Schedule 2 work please state floor area: _____ m² and charges category: _____

3. If Schedule 3 work please state 100% of estimated cost of work excluding VAT: £ _____

Plan fee: £ _____

plus VAT: £ _____

Total: £ _____

Cheques made payable to: London Borough of Hillingdon

8 Trees

Are there any existing trees and/or proposals for the planting and/or removal of trees from the site or any adjoining
land or highway within 30 metres of the proposed building works. _____ YES/NO

(If YES - show species, size and siting on plan)

NOTE: Trees can affect foundation depths. If this question is incorrectly answered delays and/or additional costs may be incurred.

9 Statement

This notice is given in relation to the building work as described, is submitted in accordance with Regulation 12(2)(b)
and is accompanied by the appropriate charge. I understand that further charges will be payable following the first
inspection by the local authority.

Name: _____

Signature: _____

Date: _____

Notes

1. The applicant is the person on whose behalf the work is being carried out, e.g. 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.

NB: This form is for proposed work only. A separate form exists for work already started or previously completed.
3. **Subject to certain exceptions a Full Plans Submission attracts a charge payable by the person by whom or on whose behalf the work is to be carried out. The correct plan charge must accompany this form but for the inspection charge there will be an invoice after the first inspection. See the separate Guidance Note on Charges.**

CHEQUES SHOULD BE MADE PAYABLE TO THE LONDON BOROUGH OF HILLINGDON.

Schedule 1 prescribes the plan and inspection charges payable for small domestic buildings. Schedule 2 prescribes the charges payable for small alterations and extensions to a dwelling house. Schedule 3 prescribes the charges payable for all other cases.

The appropriate charge is dependent upon the type of work proposed. The scale of charges and methods of calculation are set out in the Guidance Notes on Charges 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. The conditions may specify modifications to the deposited plans and/or that further plans shall be deposited.
6. These notes are for general guidance only, particulars regarding the deposit of plans are contained in Regulation 14 of the Building Regulations 2000 and, in respect of charges, in the Building (Local Authority Charges) Regulations 1998 - as amended.
7. **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.**
8. Further information and advice concerning the Building Regulations and planning matters may be obtained from your local authority.

Charges Check (Office use only)