

Full Plans application – guidance notes

The process

Full plans applications apply to domestic or commercial works. A full plans application is where plans, detailed specifications, and if appropriate, structural calculations are given to the council.

If you wish to have your plans checked and approved before the work starts hence reducing the chance of costly errors and corrective work being requested on site, we recommend you apply using the **full plans form**.

An application deposited under this procedure needs to be submitted well in advance of when work is to start on site and full payment will be taken at the time of deposit of the application.

Wyre's Building Control team will check your plans and consult any appropriate authorities.

If your plans comply with the building regulations you will receive a notice stating that they have been approved. If information or details are missing you may be asked to make amendments or provide more details. Alternatively, a conditional approval may be issued. This will either specify modifications which must be made to the plans; or will specify further plans which must be deposited.

You can submit revised plans if you need to depart from your original proposals.

If your plans are rejected the reasons will be stated in the notice. A full plans approval notice is valid for three years from the date of deposit of the plans. If work has not started within this period the application will lapse.

These notes are for general guidance only; particulars regarding the deposit of plans are contained in Regulation 14 of the Building Regulations 2010.

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 compliance with the requirements, should be deposited.

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. The Planning Team may be contacted at planning@wyre.gov.uk

Associated required documents

For a full plans application you must submit:

- Scaled plans, sections and elevations of the proposal (1:50) (1:100).
- A site location plan (1:1250) and block plan (1:500)
- Vertical section through building showing construction details.

- A detailed specification for the proposed work.
- The relevant fee payment and estimated cost of work.
- The provision made for the drainage of any building or extension.
- For any new dwellings – infrastructure and connectivity plan - please see [Approved Document R Volume 1: Physical infrastructure and network connection for new dwellings \(publishing.service.gov.uk\)](https://www.publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/444444/Approved_Document_R_Volume_1_Physical_infrastructure_and_network_connection_for_new_dwellings.pdf)

The application form:

- The applicant is the person on whose behalf the work is being carried out such as the building's owner.
- The agent is any individual or organisation which the applicant may appoint to represent them (such as an architect or a builder). This may be left blank. Please note unless informed otherwise, it is normal practice for Building Control to communicate via a professional acting on behalf of the applicant with regard to building regulation matters.
- Please provide the information requested about the building in question. When describing the proposals (section 4) please be specific – avoid vague terms such as 'general alterations'.
- (Section 4) The Regulatory Reform (Fire Safety) Order 2005 applies to all non- domestic premises including apartment blocks.
- 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.
- Subject to certain exceptions, a full plans submission attracts charges payable by the person by whom, or on whose behalf, the work is to be carried out. The full charge must accompany the deposit of plans. The charge will cover all site visits and consultations, which may be necessary until the work is satisfactorily completed.
- Guidance on the amount of charge payable is given in the charges for Building Control services, which is available on request, or on the website.
- Electrical installations and wiring must be designed and installed in accordance with Part P of the building regulations. The simplest method of compliance is to have the electrical work carried out by a person (or firm) that is registered with a Competent Persons Self-Certification Scheme, who will issue certificates of compliance to the owner on completion.
- If electrical work is carried out by a person who is not registered with a self- certification scheme, then work will need to be checked by Building Control's appointed electrical contractor and an extra charge will be payable. Please note: failure to provide appropriate certification for electrical installation work will prevent the issue of a Building Regulations Completion Certificate.
- Any structural calculations submitted by a Chartered Structural Engineer may not be subject to checking by the Council.