

There are two procedures for giving notice to the Local Authority of your intention to carry out work, the Full Plans and the Building Notice procedure.

Full Plans Procedure:

Type of application (please tick one box only):

Full Plans



Building Notice



The most widely known procedure is by the deposit of 'full plans' whereby the person wishing to carry out the work, or their agent, submits plans showing full details of work. These plans are then checked for compliance with the Building Regulations and if satisfactory, an Approval Notice is issued.

Advantages of the Full Plans system

You will receive a formal decision after the checking process has taken place. An approval notice can be presented to financial institutions, solicitors, surveyors etc., when seeking loans or moving home. You have the assurance that, providing the work is carried out in accordance with the approved plans, the regulations will be satisfied.

How do I submit a Full Plans application?

Complete the application form (BCF-01) in duplicate and include:-

- Two copies of all detailed plans, sections and elevations, incorporating all necessary technical notes, supporting calculations and specifications.
- Two copies of a 1:1250 scale plan showing the size and position of the building, or the building as extended and its relationship to adjoining boundaries (commonly known as a block plan).
- Where appropriate a written estimate based on professional costings but excluding VAT.
- The appropriate fee (see current fee scales).

An additional two copies of the plans are normally required if the application is for anything other than a single domestic dwelling such as offices, shops, factories, hotels, guest houses, public and other non-residential buildings.

Building Notice Procedure:

Type of application (please tick one box only):

Full Plans



Building Notice



The Building Notice procedure is a useful facility for carrying out work on smaller projects and also where the person carrying out the work is familiar with the requirements of the Regulations, it enables work to proceed quickly without the deposit of plans. It may not however be used for certain projects such as shops and offices, where the Regulations make requirements for means of escape in case of fire.

Advantages of the Building Notice Procedure

Detailed plans are not always required resulting in savings in time and cost. The services of a designer are not essential but cer-

tain details may be requested at a later stage. Once the application has been submitted you need only wait 48 hours before starting the work, avoiding any time delays inherent in the Full Plans Application.

The Disadvantages

As no plan is needed you will obviously never receive the protection and reassurance that an approved notice would give you. The whole process of making sure your work complies with the Building Regulations is carried out at the site inspection stage. This has one major disadvantage, if a problem is found it will usually be after work has been carried out and therefore involve a degree of remedial work.

With the Building Notice application you are effectively taking the whole risk of making sure the work complies with the Building Regulations on your own shoulders.

You need to be very sure that you or your builder is familiar with all the relevant regulations and you will need to prove that the works comply when the Building Control Officer visits the site.

When submitting the Building Notice the total fee for the work has to be paid when the application is submitted.

How do I submit a Building Notice?

Complete the Application Form (BCF-01) and include the following:-

- Where appropriate a written estimate based on professional costings but excluding VAT;
- The appropriate fee (see current fee scales), and in the case of new buildings and extensions;
- A 1:1250 scale plan showing the size and position of the building, or the building as extended and its relationship to adjoining boundaries (commonly known as a block plan).

Application Form Guidance:

- 1.Applicant Details:** Please provide your FULL name, postal address, daytime telephone/fax number and e-mail address.
- 2.Agent Details:** Provide your agent's details.
- 3.Address/Location of Site:** Please provide the address at which the work is going to be carried out. If a precise address has not yet been allocated, please provide an accurate description of the location.
- 4.Proposed Works:**
Description of Works: Provide details of the sort of works that will be carried out e.g. Extension, Alterations.....
Type of Water Supply: Will it be the Mains or a Private Water Supply?
Means of Drainage: e.g. Septic Tank or Public Sewer?
- 5.Use of Building & Additional Information:**
Please provide proposed/present use of the building e.g. Dwelling, office or shop.....
- 6.Charges:** Please refer to Building Control Charges Tables ABC.
- 7.Declaration:** Please provide Name, signature and date.