

For office use only

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This application is a- **Full Plans Application**   
 Please tick one only **Building Notice**

*This form is to be filled in by the person who intends to carry out building work or their agent. If the form is unfamiliar please read the notes first and contact us if you need any help. Please help us by writing clearly and completing the form in black or blue ink.*

**1 Applicant's details** (see notes)  
 Name: \_\_\_\_\_  
 Address: \_\_\_\_\_  
 Tel: \_\_\_\_\_ Fax: \_\_\_\_\_ email: \_\_\_\_\_

**2 Agent's details** (if applicable)  
 Name: \_\_\_\_\_  
 Address: \_\_\_\_\_  
 Tel: \_\_\_\_\_ Fax: \_\_\_\_\_ email: \_\_\_\_\_

**3 Location of building to which work relates**  
 Address: \_\_\_\_\_

**4 Proposed Work** (see notes)  
 Description: \_\_\_\_\_  
 • Is the proposed work subject to a partner scheme or a current LANTAC approval YES  NO

**5 Use of building** (see notes)  
 • For new buildings or extensions please state proposed use: \_\_\_\_\_  
 • For existing buildings, please 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 Fire Precautions Act 1971 (see notes) YES  NO

**6 Charge** (See separate guidance note for details of charges)  
 • Plan / Building Notice charge £ \_\_\_\_\_ + VAT of £ \_\_\_\_\_ Total £ \_\_\_\_\_  
 • Where the charge is based on schedule 3, please state the total estimated cost - £ \_\_\_\_\_  
 • Where the charge is based on schedule 2, please state the total floor area - \_\_\_\_\_ m<sup>2</sup>

**7 Additional Information:** (please include brief details of how you calculated the above charge)

Please now complete **either** section 1 **or** section 2 overleaf -

Please complete **only one** of the sections below depending on the type of application you are making.

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### **Section 1 – This is a Full Plans Application**

- (a) Do you consent to a 2 month maximum period for issue of a decision? YES  NO
- (b) Do you consent to the plans being passed subject to conditions where appropriate? YES  NO
- (c) If an inspection charge is payable, the invoice should be sent to - the Applicant  the Agent

#### **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 a further charge may be payable following the first inspection by the local authority.

Name: \_\_\_\_\_ Signature: \_\_\_\_\_ Date: \_\_\_\_\_

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### **Section 2 – This is a Building Notice Application**

#### **Statement**

This notice is given in relation to the building work as described, is submitted in accordance with Regulation 12(2)(a) and is accompanied by the appropriate charge.

Name: \_\_\_\_\_ Signature: \_\_\_\_\_ Date: \_\_\_\_\_

**DATA PROTECTION – please note that information given on this form will be recorded on computer, and is subject to the provisions of the Data Protection Act, and the terms of the Council's registration**

This form may be used to submit applications to any Nottinghamshire Authority

The Building Control Service  
**Ashfield District Council**  
Urban Road  
Kirkby in Ashfield, Notts NG17 8DA  
Tel (01623) 450 000  
Fax (01623) 457 585  
[ashfield@nottsbc.org](mailto:ashfield@nottsbc.org)

The Building Control Service  
**Gedling Borough Council**  
Civic Centre, Arnot Hill Park  
Arnold, Notts NG5 6LU  
Tel (0115) 901 3740  
Fax (0115) 901 3758  
[gedling@nottsbc.org](mailto:gedling@nottsbc.org)

The Building Control Service  
**Nottingham City Council**  
Exchange Buildings North  
Smithy Row, Nottingham NG1 2BS  
Tel (0115) 915 5358  
Fax (0115) 915 5377  
[nottinghamcity@nottsbc.org](mailto:nottinghamcity@nottsbc.org)

The Building Control Service  
**Bassetlaw District Council**  
Queens Buildings  
Worksop, Notts S80 2AH  
Tel (01909) 533292  
Fax (01909) 535217  
[bassetlaw@nottsbc.org](mailto:bassetlaw@nottsbc.org)

The Building Control Service  
**Mansfield District Council**  
Civic Centre, Chesterfield Rd Sth  
Mansfield, Notts NG19 7BH  
Tel (01623) 463077  
Fax (01623) 463065  
[mansfield@nottsbc.org](mailto:mansfield@nottsbc.org)

The Building Control Service  
**Rushcliffe Borough Council**  
Civic Centre, Pavilion Road  
West Bridgford, Notts NG2 5FE  
Tel (0115) 914 8459  
Fax (0115) 914 8452  
[rushcliffe@nottsbc.org](mailto:rushcliffe@nottsbc.org)

The Building Control Service  
**Broxtowe Borough Council**  
Council offices, Foster Avenue  
Beeston, Notts NG9 1AB  
Tel (0115) 917 7777  
Fax (0115) 917 3377  
[broxtowe@nottsbc.org](mailto:broxtowe@nottsbc.org)

The Building Control Service  
**Newark and Sherwood District Council**  
Kelham Hall  
Newark, Notts NG23 5XQ  
Tel (01636) 655807  
Fax (01636) 655899  
[newarkandsherwood@nottsbc.org](mailto:newarkandsherwood@nottsbc.org)

**Local Authorities are required to monitor the ethnic origins of their clients so that our services can be better planned to meet the needs of the community we serve. It would be appreciated if you could take a few moments to enter the ethnic origin of the applicant (where this is a private individual)**

White  Black African  Black Carribean  Black other  Indian  Pakistani   
Chinese  Bangladeshi  Asian other  Other (please specify) \_\_\_\_\_

This information is sought for monitoring purposes only and will not in any way affect the way your application is dealt with

## **General notes on completing the application form**

- Please ensure that you tick the correct box at the top of the form to tell us if you are submitting a Full Plans application or a Building Notice application.
  - Building Notice applications can generally only be accepted for work involving the erection, alteration or extension of dwellings, and providing no new building or extension would be over or within 3m of a sewer. For any other type of work, please contact us before sending in a Building Notice to confirm that a Full Plans application will not be needed.
  - If you are unsure which type of application to use, please ask for a copy of our guidance note which explains both the benefits and the drawbacks of each, so that you can make an informed choice.
- Q 1 The applicant is the person, company or body on whose behalf the work is being carried out. This will normally be the owner of the building.
- Q 4 LABC services provides both a Partner Authority Scheme and a National Type Approval Scheme for a range of building types, building systems and major building elements. If this proposal is made under the Partner Authority Scheme, please tick the “yes” box and provide further details, including the name of the Partner Authority, in section 7. If the work proposed (or any part of it ) is the subject of a LANTAC approval please tick the “yes” box and enclose a copy of the appropriate current certificate(s). If there is any variation in this proposal from that shown on the LANTAC type approval plans, attention should be drawn to the changes in section 7, or in a covering letter.
- Q 5 Premises currently designated under the 1971 Fire Precautions Act include -
- Premises covered by the Fire Precautions (Hotels and Boarding Houses) Order 1972
  - Premises covered by the Fire Precautions (Factories, Offices, Shops and Railway Premises) Order 1989.
  - A workplace defined in Regulation 17(3)(a) of the Fire Precautions (Workplace) Regulations 1997.
- Note that if you answer “yes” to this question, you will normally need to make a Full Plans application. If you are in any doubt, please contact us for advice.
- Q 6 All applications must be accompanied by either a Building Notice charge or Plan charge depending on which type of application is made. You can find the amount required from our Guidance Note on charges, copies of which are available on request.

### **When completing section 1 on the rear of the form please note that -**

a) By law, a decision on Full Plans Applications must be given within five weeks. As this may not give you adequate time to respond if we have to request amendments or clarifications, you may wish to extend this period up to a maximum of two months by ticking this box. Applications are checked by us strictly in order of receipt, so agreeing to this option will not in any way delay the progress of your application.

b) Where minor problems are found with the plans, they can sometimes still be approved with the problems dealt with as conditions attached to the approval. If you would be prepared to accept a conditional approval, please indicate this by ticking the “yes” box.

c) When works start on Full Plans applications, an inspection charge normally becomes payable following the first inspection. Please indicate here who will be responsible for paying the inspection charge so that we can address the invoice correctly.

**To help us process your application as quickly as possible, please read the information overleaf and use the checklist to ensure that you send in everything needed.**

## **If you are making a Building Notice Application**

1. Your Building Notice application must be submitted a minimum of two working days before you intend to commence work
2. You will need to send -
  - ❑ One copy of the application form (with the "Building Notice" box ticked)
  - ❑ The appropriate Building Notice charge. Please refer to our separate charges guidance note to find out what that will be.
  - ❑ Where the proposed work includes a new building or extension, you must also send a site plan to a scale of not less than 1:1250 (1:500 is recommended). The site plan must clearly show -
    - (a) The size and position of the existing building (and any extensions proposed) in relation to the property boundary.
    - (b) The position and use of any other buildings within the property boundary.
    - (c) The position and width of any adjacent streets.
    - (d) The provision made for foul and surface water drainage.

After we receive your application, it may be necessary for us to request additional information or plans of particular construction details, but nothing more need be sent at this stage

3. Please remember that even if you submit additional construction plans or information with your Building Notice, they will not be checked by the Building Control Officer in the same way that a Full Plans application would be. We strongly recommend that you do not use a Building Notice application unless you are satisfied that you already have the knowledge and experience to carry out the works in accordance with the Building Regulations. If you are in any doubt, it may be preferable for you to make a Full Plans application instead, as this will give you the additional security of knowing your plans have been thoroughly checked by us in advance.

## **If you are making a Full Plans application**

1. You will need to send -
  - ❑ One copy of the completed application form (with the "Full Plans application" box ticked)
  - ❑ The "Plan Charge" appropriate for the work covered by the application. Please refer to our separate charges guidance note to find out what the charge will be.
  - ❑ Two copies of each drawing, specification etc, showing clearly the work you intend to carry out, and how you will meet the requirements of the Regulations.
  - ❑ Two copies of a site plan to a scale of not less than 1:1250 (1:500 is recommended). The site plan must clearly show -
    - a) The size and position of the existing building (and any extensions proposed) in relation to the property boundary.
    - b) The position and use of any other buildings within the property boundary.
    - c) The position and width of any adjacent streets.
    - d) The provision made for foul and surface water drainage.
  - ❑ If your proposed works will involve building over drains or sewers, details of the precautions you intend to take to protect the drain or sewer.
  - ❑ For all non-domestic works, please also include an extra two copies of any drawings which show how you intend to meet the fire safety requirements of the regulations.

***In both cases, please remember that your work may also require Planning Consent (which must be applied for separately). If you are not sure if Planning consent is needed for the work you propose to carry out, please contact us for advice.***