

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 overleaf or consult the office indicated above. Complete and send one copy of this notice to the above address with one copy of the plans and particulars in accordance with Building Regulation 12 (2A)(b) together with the appropriate charge

**1 Applicant's details**

**(Note: unless notified otherwise it will be assumed that the applicant will be responsible for paying the inspection charge)**

Name:

Address:

Post Code:

Tel:

Fax:

E-mail:

**2 Agent's details (if applicable)**

Name:

Address:

Post Code:

Tel:

Fax:

E-mail:

**3 Location of building to which work relates**

Address:

Post code:

**4 Proposed work**

Description:

**5 Use of building**

1 If new building or extension please state proposed use

2 If existing building state present use

3 Is the building work carried out on a building to which the Regulatory Reform (Fire Safety) Order 2005

Applies, or will apply after completion of the building work (see not 2 overleaf) YES/NO

**6 Conditions (see note 6 overleaf)**

Do you consent to the plans being passed subject to conditions where appropriate YES/NO

**7 Extension of time**

If it is not possible to issue a decision within the prescribed five week period, I consent to an extension of time to two months from the date of deposit of the application.

**8 Fees (see Guidance Notes on Fees for information)**

Category/ Total Dwellings	Charge	Charge Reduction	Supplementary Charge	Net	VAT	Gross
					Total Fees	

**9 Domestic electrical work (to be completed for all domestic applications that include electrical work)**

Will a competent electrician, who is registered with a Part P self-certifying scheme, carry out the electrical installation?

Please delete as appropriate YES/NO

If YES, please supply the Trade Association (e.g. NICIEC EA) Reg. number \_\_\_\_\_

**10 Statement**

This notice is given in relation to the building work as described, is submitted in accordance with

Regulation 12(2A)(b) and is accompanied by the appropriate fee. I understand that further fees may be payable following the first inspection by the Local Authority

Name:

Signature:

Dated:

**FULL PLANS SUBMISSION**



CERT: F.S.38992



The Government Standard



## Notes

- 1 The applicant is the person on whose behalf the work is being carried out.
- 2 One copy of this notice should be completed and submitted with one copy of the plans and particulars in accordance with the provisions of Building Regulation 14.
- 3 Subject to certain exceptions a Full Plans Submission attracts fees payable by the person by whom or on whose behalf the work is to be carried out. Unless shown otherwise on the guidance notes, fees are payable in two stages. **The first fee must accompany the deposit of the plans and the second fee is payable after the first site inspection of work in progress.** The second fee is a single payment in respect of each individual building, to cover all site visits and consultations which may be necessary until the work is satisfactorily completed.  
  
The appropriate fee is dependent upon the type of work proposed. Fee scales and methods of calculation are set out in the Guidance Notes on Fees or can be found on our website [www.peterborough.gov.uk/subsites/buildingcontrol](http://www.peterborough.gov.uk/subsites/buildingcontrol) and available from Stuart House (address below)
- 4 Subject to certain provisions of the Water Industry Act 1991 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 Anglian Water plc.
- 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 2010 and, in respect of fees, in the Building (Local Authority Charges) Regulations 2010
- 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. For further advice on Planning matters please telephone 01733 453410**
- 8 Further information and advice concerning the Building Regulations may be obtained from Building Control Services
- 9 Party Wall Act: Your attention is drawn to the Party Wall Act 1996. Your building works may fall within the Act, if it does you must notify all affected neighbours. Details of the Party Wall Act can be found on [www.peterborough.gov.uk/subsites/buildingcontrol](http://www.peterborough.gov.uk/subsites/buildingcontrol)

Note: This is a Civil Act and not enforceable under the Building Regulations

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This Application Form together with all necessary plans and particulars should be returned to:-

**Building Control Stuart House East Wing St John's Street Peterborough PE1 5DD.**

Tel. (01733) 453422 email: [buildingcontrol@peterborough.gov.uk](mailto:buildingcontrol@peterborough.gov.uk)

(Preferred methods of payment are Debit Card, Credit Cards and Cheques made payable to Peterborough City Council)

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***Peterborough City Council is registered under the Data Protection Act 1998 for the purpose of processing personal data in the performance of its legitimate business. Any information held by the council will be processed in compliance with the eight principles of the Act. Information you have provided may be shared with other public sector organisations for the prevention and detection of fraud. Further information relating to your rights under the Data Protection Act can be sent to you on request.***