

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, and where Part B (Fire Safety) imposes a requirement in relation to proposed building work, a further two copies of any such plans as demonstrate compliance with those requirements shall be deposited, i.e.

B1 Means of escape

B2 Internal fire spread (linings)

B3 Internal fire spread (structure)

B4 External fire spread

B5 Access and facilities for the fire service

But the requirements for further plans is not applicable to houses, flats or domestic alterations.

3. 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. Charges are payable in two stages. The first must accompany the deposit of plans and the second is payable after the first site inspection of work in progress. This second charge 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.

Schedule 1 prescribes the plan and inspection charges payable for small domestic buildings. Schedule 2 prescribes the charge payable for extensions to a dwelling house and the addition of a small garage or carport. Schedule 3 prescribes the charge payable for all other cases.

The appropriate charge is dependent upon the type of work proposed. Levels 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 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. Premises currently designated for the purpose of the Fire Precautions Act 1971 are:
 - Premises within the Fire Precautions (Hotels and Boarding Houses) Order 1971.
 - Premises within the Fire Precautions (Factories, Offices, Shops and Railway Premises) Order 1989.
6. 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.
7. These notes are for general guidance only, particulars regarding the deposit of plans are contained in Regulation 14 of the Buildings Regulations 2000 and in respect of charges, in The Building (Local Authority Charges) Regulations 1998.
8. 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.
9. Further information and advice concerning the Building Regulations and planning matters may be obtained from the Building Control Group, Planning Section, Portland House, Richmond Road, Worthing. Tel: (01903) 239999.
10. The Party Wall etc. Act 1996. If you intend to carry out work on a wall shared with another property, or build on the boundary with a neighbouring property, or excavate near a neighbouring building, you must find out whether the work falls within the scope of the Act. If it does you must serve the statutory notice on all affected owners.