



ADUR & WORTHING
COUNCILS

FULL PLANS APPLICATION

The Building Act 1984, The Building Safety Act 2022, The Building Regulations 2010, The Higher-Risk Buildings (Descriptions and Supplementary Provisions) Regulations 2023.



Please read the notes on the last page
Please complete in BLOCK CAPITALS if handwriting

1. Applicant details			
Name			
Address			
		Postcode	
Phone Number			
E-mail Address			

2. Client details (where different from the applicant)			
Name			
Address			
		Postcode	
Phone Number			
E-mail Address			

3. Principal designer/Sole or Lead designer details			
Name			
Address			
		Postcode	
Phone Number			
E-mail Address			

4. Principal contractor/Sole contractor details (where known)			
Name			
Address			
		Postcode	
Phone Number			
E-mail Address			

5. Location of building to which work relates			
Address			
		Postcode	

6. Regulatory Reform (Fire Safety) Order 2005 (as amended)		
Is this building to be put, or intended to be put, to a use which is designated for the purpose of Regulatory Reform (Fire Safety) Order 2005?	Yes	
	No	

7. Existing Buildings*(append additional information where necessary)*

Where applicable, provide a description of the existing building including:

- (i) details of the current use of the building, including the current use of each storey
- (ii) the Height of the building
- (iii) the number of storeys in the building as determined in accordance with Regulation 6 of the Higher-Risk Buildings (Descriptions and Supplementary Provisions) Regulations 2023

8. Proposed work / Change of use*(append additional information where necessary)*

Provide a description of the proposed work, including:

- (i) details of the intended use of the building, including the intended use of each storey
- (ii) the height of the building after the proposed work
- (iii) the number of storeys in the building after the proposed work as determined in accordance with Regulation 6 of the Higher-Risk Buildings (Descriptions and Supplementary Provisions) Regulations 2023
- (iv) the provision to be made for the drainage of the building
- (v) where paragraph H4 of Schedule 1 imposes a requirement, the precautions to be taken in the building over a drain, sewer or disposal main to comply with the requirements of that paragraph

9. Commencement

State the date when it is proposed the work will reach the point when it is to be regarded as commenced in accordance with Regulation 46A (lapse of building control approval, commencement of work); or where the work does not consist of work to which paragraph (2) or (3) of Regulation 46A applies, state the details of the work which the client considers amounts to 15% of the proposed work

10. Charges

(see note 3 and separate Guidance Notes on Charges for Information)

1. Please state the number of dwellings and types		Total no of types	
2. For extensions and loft conversions work please state floor area		m ²	
3. For other work provide an estimated cost of work excluding VAT:		£	
Charge	£	Plus VAT	£
Total		£	

11. Conditions

(see note 6)

1. Do you consent to the plans being passed subject to conditions where appropriate?	Yes	
	No	
2. In the event of a decision being unable to be given within the prescribed five weeks do you agree to the period of time for consideration being extended to not later than two months from the deposit of plans as provided for the Section 16 of the Building Act 1984?	Yes	
	No	

12. STATEMENT: This notice is given in relation to the building work as described, and is submitted in accordance with Regulation 12(2) and is accompanied by the appropriate fee. I understand that if a further fee is payable following the first inspection by the local authority, and if applicable, I will inform the applicant.

Signature of applicant (where the applicant is not the client)

Name:	Signed:	Date:
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Signature of client (where the client is not the applicant)

I, the client, confirm I agree to the application being made and that the information contained in the application is correct.

Name:	Signed:	Date:
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OFFICE USE ONLY

Date received:	Receipt No:
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Please see the guidance notes on the next page ...

FULL PLANS APPLICATION GUIDANCE NOTES

Notes:

1. The applicant is the person on whose behalf the work is being carried out, eg 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, ie:
 - 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 serviceBut the requirements for further plans are 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.
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/body.
5. Premises currently designated for the purpose of the Regulatory Reform (Fire Safety) Order 2005:
 - 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. A signed statement from the client, principal designer and principal contractor will be required to be submitted on completion within no more than 5 days of works in accordance with Regulation 16 paragraph (4A).

General Notes:

These notes are for general guidance only, particulars regarding the deposit of plans are contained in Regulation 14 of the Buildings Regulations 2010 and in respect of charges, in The Building (Local Authority Charges) Regulations 2010.

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 Party Wall 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.

For information and advice concerning Building Regulations and planning matters please contact:

The Building Control Partnership, Adur & Worthing Councils,
Worthing Town Hall, Chapel Road, Worthing, West Sussex, BN11 1HA

Tel: 01903 221385 | building.control@adur-worthing.gov.uk | www.adur-worthing.gov.uk/building-control

General Data Protection Regulations (GDPR) Privacy Notice

Adur & Worthing Councils are the data controllers of your personal data for the purposes of the administration and management of the following: The administration and enforcement of the Building Regulations 2012 (as amended); The administration of The Building Act 1984 in relation to Demolition of buildings within the Borough of Worthing; The administration and enforcement of The Building Act 1984 in relation to Dangerous Structures. For full details of how your personal data is used please visit:

www.adur-worthing.gov.uk/building-control/privacy-notice/