



Planning/Development Services
 PO Box 16, 52 Derby Street
 Ormskirk
 Lancashire
 L39 2DF

Telephone (01695) 577177. Fax No (01695) 585392
 Email: Building.Control@westlancls.gov.uk



Issue 1st October 2011



THE BUILDING ACT 1984 THE BUILDING REGULATIONS 2010

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 ON THE REVERSE SIDE OR CONSULT THE OFFICE INDICATED OVERLEAF. PLEASE TYPE OR USE BLOCK CAPITALS

1 Submission type (Please indicate type of submission) (see notes 1&3)
BUILDING NOTICE **FULL PLANS** **REGULARISATION**

2 Applicant's details (see note 2)
 Full Name: _____ *E-mail: _____
 Address: _____
 Postcode: _____ *Tel: _____ *Fax: _____

3 Agent's details (if applicable)
 Full Name: _____ *E-mail: _____
 Address: _____
 Postcode: _____ *Tel: _____ *Fax: _____

4 Location of building to which work relates
 Address: _____
 Postcode: _____

5 Proposed work
 Description: _____
 Date of commencement if known (*Building Notice & Regularisation only*) _____

6 Use of building
 1 Use of existing building: Domestic Office Shop Industrial Other
 2 If new building or extension please state proposed use: _____

7 Conditions (*Full plans only*)(see note 7)
 Do you agree to the plans being passed subject to conditions where appropriate? YES / NO

8 Domestic electrical work (Complete for all domestic submissions that include notifiable electrical work)
 Will the electrical work be carried out by an electrician who is registered with a Part P competent person scheme?
YES **NO / Don't Know** (if no or don't know see note 5)
 If yes please supply their trade association (i.e. NICEIC) Registration number. _____

9 Drainage disposal (*i.e. to public sewer, septic tank, soakaway etc*)
 1. Foul water: _____ 2. Surface water: _____

10 Charges (see note 4 and separate guidance notes on charges - Cheques are payable to: **WLBC**)

Charge deposited £	+ VAT £	Total £
Total value of proposed work (if applicable) £		
Total internal gross floor area. (Sum of areas of all floors)		m ²

 If the proposed work attracts an inspection charge, who is responsible for payment of this charge?
 Full Name: _____
 Address: _____
 Postcode: _____ *Tel: _____ *Fax: _____

11 Statement
 This notice is given in relation to the building work as described and is submitted in accordance with the Building Regulations and is accompanied by the appropriate charge. I understand that further charges may be payable applicable following the Inspector's first inspection.
 Name: _____ Signature: _____ Date: _____

* You are not obliged to answer this section, however if you choose to do so it may assist in the processing of your submission

NOTES

1. A **Building Notice** submission may be made for most types of building work. However, a Building Notice may not be used:

(i) Where the proposed building work is intended to be put to a designated use for the purpose of the Regulatory Reform (Fire Safety) Order 2005, (see note 3a below) or

(ii) Where the proposed work is within 3 metres of a public sewer, or

(iii) A new building is erected fronting onto a private street.

A **Full Plans** submission may be made for any type of building work.

A **Regularisation** submission is made where building work has already been carried out and the applicant is seeking retrospective approval. This can only be used where the work was carried out after the 11/11/85.

2. The applicant is the person on whose behalf the work is being carried out, e.g. the building's owner.

3. One copy of this notice should be completed and submitted with plans and particulars in duplicate where appropriate, however,

(a) Where the Regulatory Reform (Fire Safety) Order 2005 imposes a requirement in relation to proposed building work, two further copies of plans, should be submitted.

Premises currently designated for the purpose of the Regulatory Reform (Fire Safety) Order 2005 are:

- All Premises with the exception of Single Private Dwellings.

4. All submissions other than those for works to provide access and facilities for disabled people attract a charge. These charges are payable by the person on whose behalf the work is carried out.

The appropriate charge is dependent upon the type of work proposed. Details of our charges are available on request.

(a) The **Building Notice** charge should accompany the submission at time of deposit.

(b) The **Full Plans** charge is generally payable in two stages. The first payment must accompany the deposit of plans and the second charge is payable after the first site inspection of work in progress. (The 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.)

(c) The **Regularisation** charge should accompany the submission at time of deposit

5. You will need to provide certification of satisfactory testing and inspection for all work not carried out under a Competent Person Scheme.

These must be sent to us when the work is completed. If you fail to do this we will not issue a completion certificate and may instigate enforcement action against you

6. If you are installing new private drains and sewers you may be entitled to have them connected to a public sewer, where one is available. Special arrangements apply to trade effluent discharge. If you want to make such a connection you must contact United Utilities who are the sewerage undertaker and give them not less than 21 days notice.

If your proposals involve new drainage work (See point 9 over) and this work includes connections being made to an existing foul or surface water public sewer then before any such connection is made you must give not less than 7 days notice to the council.

Public sewers are usually one of the following:

1. Sewers shown on the public sewer map kept by the local authority.
2. Sewers lying beneath yards or gardens of buildings built before 1937 and taking sewerage from at least two such buildings
3. Transferred Private sewers and lateral drains taking sewerage from at least two such buildings

7. Section 16 of the Building Act 1984 allows us to pass plans subject to conditions. The conditions may specify modifications to the deposited plans and / or that further plans shall be submitted.

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

9. You are reminded that you should consult our Development Control section, as permission may be needed under the Town and Country Planning Acts.

10. **Building Notice & Full Plans** are valid for three years from the date the submission was deposited with us unless the work has started before then.

11. Further information and advice concerning Building Regulations and charges may be obtained from either the web site: www.westlincs.gov.uk/planning, or our offices at the address over.

12. Under the Freedom of Information Act and the Council's publication scheme we will make details of your building work known via our website. Any personal details provided by you as part of your Building Regulation submission, i.e.: name, address and contact details of the applicant, agent or builder will not be disclosed