



Woking Borough Council  
 Civic Offices, Gloucester Square,  
 Woking, Surrey GU21 6YL  
 Telephone: 01483 743841 DX2931 WOKING  
 Email: buildingcontrol@woking.gov.uk



The Building Act 1984  
 The Building Regulations 2010  
 The Building (Local Authority Charges) Regulations 2010

# Building Regulations Full Plans Application Form

**Building Regulations Number:**

(Office use only)

This form should be completed in BLOCK CAPITALS by the person who intends to carry out building work or their agent. If you need assistance in completing this form, please contact Building Control. (Please note that where an email address is supplied this will be used for all correspondence.) Building Control will require two copies of this application form together with two copies of the site plan, plans and calculations.

**1 Applicant's details** (building owner)  Use as main contact for correspondence  
 Name ..... Address .....  
 .....  
 Postcode ..... Tel ..... Email .....

**2 Agent's details** (if applicable)  Use as main contact for correspondence  
 Name ..... Company name .....  
 Address .....  
 Postcode ..... Tel ..... Email .....

**3 Builder's details** (if applicable)  Use as main contact for correspondence  
 Name ..... Company name .....  
 Address .....  
 Postcode ..... Tel ..... Email .....

**4 Location of building to which work relates**  
 Address .....  
 ..... Postcode .....

**5 Proposed work**  
 Description .....

**6 Use of building**  
 1. If new building or extension please state proposed use .....  
 2. If existing building, state present use .....  
 Indicate if the building is a workplace that will be subject to provisions of the Regulatory Reform  
 (Fire Safety) Order 2005 (see notes 2 & 5)?  
 Yes  No   
*If Yes two further copies of plans are required.*

**7 Conditions/extensions of time** (See note 6)  
 1. Do you consent to the plans being passed subject to conditions where appropriate? Yes  No   
 2. Do you agree to an extension of time should this become necessary? Yes  No

**8 Town & Country Planning Acts**  
 Do the submitted plans correspond with the terms of any planning permission granted or planning permission currently applied for?  
 Yes  No   
 Planning Application No. (if known)  
 \_\_\_\_\_

**FOR OFFICE USE ONLY**  
 Rec'd charge £ \_\_\_\_\_ Rec'd date \_\_\_\_\_  
 Drawn by \_\_\_\_\_  
 Verified date \_\_\_\_\_ Initials \_\_\_\_\_  
 Plan charge £ \_\_\_\_\_ Site charge \_\_\_\_\_

**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 tick the appropriate box **Yes**  **No**  (if **No**, see note 9 below)

**10 Charges** (see Guidance Note on Charges for information)  
Charges taken from Table **A**  **B**  **C**  **D**  **E**  Individually determined charge   
(please attach copy of agreed charge)  
If **Table A**: number of dwellings:.....  
If **Table B** or **D**: Total floor area of new building/extension ..... m<sup>2</sup>  
If **Table C** or **E**: Estimated cost of work (ex VAT) £..... or number of installations:.....  
Is the work in question exempt from Building Regulation charges? **Yes**  **No**   
*If Yes, please provide evidence to support this claim.*  
Plan charge £..... + VAT £..... Total £.....  
Payments should preferably be made by cheque payable to Woking Borough Council.  
Alternative arrangements for payments can be made; details are available from Building Control.

**11 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 further charges will normally be payable following the first inspection by the local authority. In accordance with Regulation 14(5) I hereby give notice that I require a completion certificate to be provided in accordance with Regulation 17.  
Name:..... Signature:..... Date:.....

## Notes

- The applicant is the person on whose behalf the work is being carried out, eg the building's owner.
- Two copies of this Application Form should be submitted together with site plan, plans and particulars in duplicate in accordance with the provisions of Building Regulation 14.  
Where the building is a workplace that will be subject to provisions of the Regulatory Reform (Fire Safety) Order 2005, two further copies of plans, which demonstrate compliance with the requirement, should be deposited.
- Subject to certain exceptions a Full Plans Application attracts charges payable by the person by whom or on behalf of whom the work is to be carried out. Most charges are payable in two stages. The first payment must accompany this application and the second payment is payable after the first site inspection of work in progress. The second charge is a single payment in respect of the relevant work to cover all site visits and consultations that may be necessary until it is satisfactorily completed.  
The appropriate charge is dependent upon the type of work proposed. Tables and methods of calculation are set out in the Guidance Note on Charges, which is available on our website.
- 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 and sewers connected to 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.
- The Regulatory Reform (Fire Safety) Order 2005 applies to all premises that are 'workplaces' and the common areas of flats and imposes a duty on the 'responsible person' to comply with its requirements.  
Workplace includes any premises or parts of premises, not being domestic premises, used for the purpose of an employer's undertaking and which are made available to an employee as a place of work.
- 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.
- 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 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.
- Where electrical work is not carried out and registered by an electrician under a Part P competent persons scheme an additional fee/application will be required for this work.