

## Building regulations – full plans application guidance notes

A full plans application is suitable for all types of building work, whereas a building notice is suitable for most small domestic work. Please contact us if you are unsure which is best for your proposed building work. You can contact us on 01344 352000 or by email - [building.control@bracknell-forest.gov.uk](mailto:building.control@bracknell-forest.gov.uk).

The building regulations full plans application route has the benefit that your construction plans and specifications are checked and approved for compliance with the building regulations and an approval notice can be issued for your application. You therefore have the benefit of knowing your scheme will comply with the building regulations if it is constructed in accordance with the approved plans. No approval notice can be issued for a building regulations building notice, and there is no procedure to seek a determination from the secretary of state if there is a dispute over the interpretation of regulations. **It may therefore be advisable to use the building regulations full plans procedure if the building work is anything other than simple, minor work.**

Anyone intending to carry out building work, or to change the use of a building, is reminded that permission may be required under the Town and Country Planning Act.

### ***What you will need to complete this form***

- Contact details for applicant and agent
- Location of the proposed building work
- Details of the method of timber treatment against longhorn beetle if the work is in Sandhurst or Crowthorne,
- Information about the proposed work including the date you intend to start work and use of building,
- Details of method used to achieve compliance with means of escape requirements (i.e. Approved Document B, BS 9999, fire engineered approach)
- Previous application numbers, if any (building regulations or planning)
- Plans and relevant supporting details e.g. specifications, calculations etc
- Payment to pay online,

### ***Plans***

Your application should be submitted with the following:

- A block plan (scale at least 1:1250) showing:
  - Size and position of the building, or the building as extended and its relationship to adjoining boundaries,
  - Provision for the drainage of the building or extension,
  - Location and type of all trees within 30m of the proposal.

- Plans, elevations and sections with detailed specifications of proposed and existing defining the proposed work, to a scale of at least 1:100 and 1:50.

## **Charges**

There will be charges for most work involving building regulations. A charge may be payable for each element of work. There are usually two charges when making a full plans application. You must pay the first charge when you send us your plans. The second charge is a single payment for each building, to cover all visits to the building site and consultations, which are necessary, until the work is finished and to our satisfaction.

Please refer to the table of charges for more information about how to calculate the costs.

The applicant is usually, but not always, the building owner. It is the person commissioning the work and normally paying for the work.

Once you have completed the online application form you will be taken to our online payment portal to pay for your application with the following steps:

- On the Online Payments screen, select 'Pay your Council Tax, business rates and a wide range of other payments'.
- From the list choose Other Payments.
- From the drop down list choose Building Control.
- From the drop down list choose Full Plans Application.
  - Account Name – The name of the person paying
  - Address details – The address of the person paying
  - Amount – The calculated building regulations full plans **plan charge** from our scheme of charges for building regulations - <http://www.bracknell-forest.gov.uk/buildingregulationcharges>. A separate invoice will be sent by the Building Control Team for the inspection charge element once works have commenced on site.
  - **In the Message Box at the bottom please type the address to which the online payment relates i.e. the address of the works.**
- Please enter your payment details in the remaining steps.

## ***After you have submitted your application***

Your application will be registered and you will receive a registration letter from us within 7 days. Your application will be vetted for compliance with the building regulations and we may ask you for additional information to demonstrate compliance. Most initial checks are carried out within 3 weeks of your application being submitted.



Notice must be given to the Building Control Team at various stages of the building work in accordance with Regulation 16 of The Building Regulations 2010 and the stages which will be confirmed to you in your registration letter.

If work is not commenced within three years of submitting the full plans application, the council may declare that the application is of no effect under the provisions of Regulation 13 Part: 7 of The Building Regulations 2010.