



Full Plans application

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A Full Plans application is suitable for all types of building works including:

- New buildings
- Extensions and alterations to any building including those used for a purpose designated under the Regulatory Reform (Fire Safety) Order 2005 or to which the Health & Safety at Work (Fire Precautions) Regulations apply.
- Minor or extensive alterations to any building.
- The formation of a room in the roof space.
- Any projects where you want the assurance that the plans are right before you start work.

The advantages of the Full Plans route are:

- The design is fully checked to ensure that the finished job can comply with the Building Regulations.
- You have the reassurance that, provided you build to the plans that we pass, your works can satisfy the requirements of the regulations.
- You will be issued with a formal decision notice.
- Overall, the Full Plans process will often save you money and secure a better quality project with a higher degree of first time compliance with the Regulations.
- Competent designers and building contractors tend to prefer the process because of its thoroughness.
- For larger projects you only pay the initial Plan Fee which may only be approximately 1/3 of the total charge with your application. The remainder is deferred and will be collected after work starts.

The disadvantages are:

- Because the Full Plans process is the traditional, time proven, way to go through the Building Control process, it tends to be more time consuming than the much less thorough Building Notice process.

- Less competent designers and building contractors tend to dislike the process because of its thoroughness.

How to apply

- You will need to prepare accurate plans that are to scale and include a full specification for the work you intend to undertake.
- You may also need to send us structural calculations for any specialist or non-standard structural work that a structural engineer may need to prepare for you.
- Other experts may need to provide information about specialist areas not in the expertise of the main designer, for example energy efficiency (SAP, SBEM).
- Complete the [Full Plans application form](#), having read the notes thoroughly.
- Four copies of any plans that show fire precautions will be needed if the project relates to a premises which is designated under the Regulatory Reform (Fire Safety) Order 2005.
- Check for the charges on our [Scheme of Charges for Building Regulations](#). We can also quote charges over the telephone if you ring us on 01344 351106 or 01344 351208.
- Include the correct payment. You can pay by cheque, cash or most credit/debit cards if paying at the Council offices. If you want to use other means such as BACS you should contact us first.
- Post or deliver the application form, the correct payment and two copies of your plans (or four if required- see above) to Building Control Services at [Time Square](#) in Bracknell.

What happens next

Once your Full Plans application form has been received, we will acknowledge receipt of the application and send you full guidance notes. We will then check the submitted details for compliance with the Building Regulations. All applications are checked within the statutory period of 5 weeks. We may then request additional information or amendments from you or your agent.

To allow the submission of additional information and/or amendment details, the deadline may be extended to two months from the deposit date.

Once we are satisfied that the plans show compliance with the Regulations we will issue an approval notice. If minor amendments or information is required we will conditionally approve the application to save the need for a new re-submitted application. The

outstanding conditions can then be cleared when the information is available.

The main advantage of the Full Plans application is the security and potential financial saving gained by building to an approved application. You and your builder know that the work shown on the approved plans complies with the Building Regulations and so you can build with confidence.

Building work may start 24 hours after we receive the Full Plans application, although all work is carried out at your own risk until full approval is gained. Please refer to the work on site section.