



1	Applicant's Details (see note 2)		Forename:	Surname:
	Address:		Tel:	
	Postcode:		Fax:	
			Email:	
2	Agent's Details (if applicable)		Name:	
	Address:		Tel:	
	Postcode:		Fax:	
			Email:	
3	Location of building to which works relate			
	Address:		Postcode:	
4	Description of the proposed works			
5	Use of building			
	If new building or extension please state proposed use:		If existing building please state present use:	
	Is the building to be put, or intended to be put to a use to which the Regulatory Reform (Fire Safety) Order 2005 applies? Yes <input type="checkbox"/> No <input type="checkbox"/>			
	Method of drainage: Foul:		Surface Water:	
6	Conditions (see note 4)			
	Do you consent to the plans being passed subject to conditions where appropriate? Yes <input type="checkbox"/> No <input type="checkbox"/>			
7	Extension of time (see note 5)			
	Do you consent to the statutory period being extended to 2 months, if necessary? Yes <input type="checkbox"/> No <input type="checkbox"/>			
8	Notifiable Electrical Works in Dwellings (see note 9)			
	Are the works being carried out by a registered person with a Competent Person Scheme? Yes <input type="checkbox"/> No <input type="checkbox"/>			
9	Charges (see note 6 and separate Guidance Notes on charges for information)			
	State internal floor area of new building, extension or loft conversion: <input type="text"/>		State the estimated cost of the works: <input type="text"/>	
	Has the charge been Individually Determined? Yes <input type="checkbox"/> No <input type="checkbox"/>			
	Plan Charge including VAT: £ <input type="text"/>		Please select: Cheque enclosed <input type="checkbox"/> Please call for card payment <input type="checkbox"/>	
10	Statement			
	This application is deposited in relation to the building work as described, is submitted in accordance with Regulation 12(2) (b) and is accompanied by the appropriate fee. I understand that further fees will be payable following the first inspection by the local authority.			
Name:		Signature:		Date:

FULL PLANS GUIDANCE NOTES

1. Making the application – where the works relate to Tables A, B or C of the charges, or an Individually Determined Charge for similar works, please provide one copy of the proposed plans and details. When the works relate to Tables D or E of the charges, or an Individually Determined Charge for similar works, please provide two copies of the proposed plans and details. Please ensure that a signed copy of this form accompanies the application in addition to the correct fee.

2. Person making the application – the applicant is the person on whose behalf the work is being carried out, e.g. the building's owner. This person will usually receive the invoice for any inspection fees due.

3. Agent – is the person who is employed by the applicant who is responsible for the preparation of plans, is the person who will normally carry out any necessary amendment to the plans and to whom most correspondence and the Decision Notice will be sent.

4. Conditions – Section 16 of the Building Act 1984 provides for passing of plans subject to conditions. The conditions may specify modifications to the deposited plans and/or that further plan shall be deposited. Agreeing to a conditional approval often means that a rejection can be avoided when certain information is still required.

5. Extension of time – Section 16 of the Building Act 1984 permits the 'prescribed period' of 5 weeks allowed for deciding an application made under the building regulations to be extended to 2 months from the date of deposit. Agreeing to this extended period may avoid us needing to issue a rejection notice should we still be awaiting amended or additional information. The priority of your application will not be affected.

6. Charges – for a Full Plans submission are usually payable in two stages. The first charge must accompany the deposit of plans and the second charge is payable after the first site inspection of the works in progress.

The appropriate charges are dependant upon the type of works proposed. You can find full information on fees relating to your project in our Building Control Charges document. Where the works fall outside the standard categories in Tables A to E an 'individually determined charge' can be prepared on request.

7. Planning – we would remind you that the proposed works may also require planning permission. If you are unsure please contact for advice Tel: 01462 474000

8. Drains and sewers – if the works consist of an erection, extension or underpinning and are within 3 metres of a drain, sewer or disposal main shown on the Sewerage Undertakers sewer records a build over agreement may be required. Please contact the relevant sewerage undertaker.

9. Electrical works – if you are not using a contractor who is able to self certify the works under the Competent Person Scheme an additional fee will be required to cover the checking of these works.

Please return this form to:

Building Control

North Hertfordshire District Council

PO Box 480

M33 0DE

Contact details for assistance:

Tel: 01462 474355

Fax: 01462 474229

Email: building.control@north-herts.gov.uk

Web: www.north-herts.gov.uk