

<b>* Applicant's Details (see notes 1 and 3)</b> Title: Mr/Mrs/Miss/Ms Other..... Surname: Forename:		<b>Agents Details (if applicable)</b> Send invoice to applicant/agent (delete as appropriate)	
Address:		Address:	
* Postcode _____	Tel H _____ Tel M _____ Tel W _____	Postcode _____	Tel H _____ Tel M _____ Tel W _____
Email _____		Email _____	
Is the work being done through an agent? <b>YES / NO</b> If so, please fill in Agent's details above.		Planning Application Reference Number (If Applicable).....	
<b>Location of building to which work relates</b>			
Name of Builder:		Builder's Tel (W)	Builder's Tel (M)
<b>Proposed work</b> Description:			
<b>Conditions/Decision</b> (Please delete as appropriate) (See note 5) 1 I agree to the plans being passed subject to conditions, if necessary. <b>YES/NO</b> 2 The prescribed period for dealing with this: application can be extended to the maximum of 2 months from the date of deposit if necessary <b>YES/NO</b> 3 Do you require a completion certificate <b>YES/NO</b>			
<b>Use of building</b> 1 If new building or extension please state proposed use: 2 If existing building state present use:			
<b>Fees</b> (see note 3 and separate Guidance Note on Fees for information) 1 If Table A work please state number of dwellings 2 If Table B work please state floor area: _____ m <sup>2</sup> <b>IN ALL CASES please state 100% of estimated cost of work excluding VAT: £</b> _____ Gross Plan fee: £			
<b>Means of water supply</b> (see note 6)		<b>Means of drainage</b> 1: Foul Drainage 2: Surface Water	
<b>* Statement</b> 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 fee. I understand that further fees will be payable following the first inspection by the local authority.  Name:.....Signature:.....Date:.....			

### FULL PLANS CHECK LIST

- \* Have you completed and signed **TWO** copies of this Form?
- \* Provided **TWO** copies of plans for any of the following: Alterations and Extension to dwellings/domestic garage/new dwelling house/new flat?
- \* Provided **FOUR** copies of plans for work in connection with any other type of building?
- \* Enclosed the necessary fee (Cheques made payable to Torbay Council)?

### FOR OFFICIAL USE ONLY

Cheque No:  
 Purpose Group:  
 EST COST:  
 INSP FEE: £  
 FEE PAID: £  
 PLAN FEE: £  
 Fee Checked by:

## NOTES

- 1 The applicant is the person on whose behalf the work is being carried out, e.g. the building's owner.
- 2 Two copies of this notice should be completed and submitted with plans and particulars in duplicate in accordance with the provisions of Building Regulation 14. Two further copies of the plans, making a total of 4, will be required if the work is in connection with any form of development other than a flat or dwelling house.  
(See application list below).
- 3 Subject to certain exceptions a Full Plans Submission attracts fees payable by the person by whom or on whose behalf the work is to be carried out. Fees are normally payable in two stages. The first fee must accompany the deposit of plans and the second fee is payable after the first site inspection of work in progress. This second fee 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.

Table A prescribes the plan and inspection fees payable for small domestic buildings. Table B prescribes the fees payable for small alterations and extensions to a dwelling home, and the addition of a small garage or car port. Table C prescribes the fees payable for all other cases.

***Unless we are notified to the contrary we will forward our account for the second fee after work commences to the name and address given under the applicant's details in Section 1 overleaf.***

The appropriate fee is dependent upon the type of work proposed. Fee scales and methods of calculation are set out in the Guidance Notes on Fees, which is available on request.

- 4 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 the 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.
- 5 You will help us to deal with your application as quickly as possible in two ways. Firstly by agreeing to the plans being passed subject to conditions when necessary, and in the second instance by agreeing to extend the time for dealing with the application to enable any negotiations to take place.
- 6 The answers given over should indicate if the water supply will be provided from Water Company mains or a private supply and if the foul and surface water drainage will be discharged to the public sewerage system or to a septic tank, cesspool or soakaway.
- 7 These notes are for general guidance only, particulars regarding the deposit of plans are contained in the Building Regulations and in respect of fees in the Councils Scheme of Charges.
- 8 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.
- 9 Where notification is received that building work is complete and the works are seen to comply with the relevant requirements of the Building Regulations, the Local Authority will issue a Completion Certificate. If the building is a Designated Use under the Fire Precautions Act and inspection is in connection with a partially completed building, the Certificate will only relate to the requirements of Part B of Table A, Fire Safety. A further Certificate being issued to cover all relevant requirements when building works are satisfactorily completed.
- 10 If you have any problems completing this form please contact Building Control Services at Roebuck House, Abbey Road, Torquay, Devon, TQ2 5EJ. Tel. (01803) 201201.