



TRAFFORD BOROUGH COUNCIL

BUILDING REGULATIONS 2010

REGULATIONS 12 AND 14

FULL PLANS SUBMISSION

Planning and Building Control, Trafford Council, Trafford Town Hall, Talbot Road,
Stretford, M32 0TH

Tel: 0161-912 3015

E-Mail: building.control@trafford.gov.uk

FOR OFFICE USE ONLY – PLEASE LEAVE BLANK		Application Number :
Date fee received :		Amount received : £
Cheque no.:	Cash <input type="checkbox"/>	Receipt no.:

1	Applicants Details:	
	First Name(s) (in full): Mr/Mrs/Ms	Surname :
	Address:	
	Post Code:	Telephone:
	Fax:	email:

2	Agents Details:	
	Name (Company Name):	Contact Name:
	Post Code:	Telephone:
Fax:		email:

3	Address of the building or site to which this work relates:	
	Post Code:	

4	Main Contractor Details:		Contact Name:
	Address:		
	Post Code:	Telephone:	
Fax:		email:	

5	Description of proposed work:	
	Will the building be subject to the provisions of the Regulatory Reform (Fire Safety) Order 2005? Yes <input type="checkbox"/> No <input type="checkbox"/>	
Number of storeys in building:		Anticipated date of commencement:

6	Associated Planning Application:	
	If a Planning Application has been submitted in respect of this work please give reference number:	

7	Use of building: (eg Domestic, Office, Shop etc.)	
	1. Existing	
	2. Proposed	

8	Conditions:	
	Do you consent to the plans being passed subject to conditions?(see note 7)	Yes <input type="checkbox"/> No <input type="checkbox"/>
	Do you consent to an extension of time (if necessary) to eight weeks maximum?	Yes <input type="checkbox"/> No <input type="checkbox"/>

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 <input type="checkbox"/> - Please supply contractors Trade Association (eg NICEIC ELECSA) Reg. Number:	
	No <input type="checkbox"/> - (if no see note 9, overleaf)	

10	Building Control Charge:					
	Total floor area of new building or extension:					m ²
	Estimated cost: £					
	Plan Charge:	£	VAT @ 20%		Total:	£
	Inspection Charge:	£	VAT @ 20%		Total:	£
	Cheques should be made payable to – TRAFFORD BOROUGH COUNCIL					
Please note that this charge is non-refundable						

11	This Notice is given in relation to the building work as described and is submitted in accordance with Building Regulation 12(2)(b)	
	Name (Print): Mr/Mrs/Miss/Ms	
	Signature:	Date:

Guidance Notes

1. The applicant is the person on whose behalf the work is being carried out, eg the building's owner. The applicant's first name and surname must be included together with the correct postal code. In the case of other applicants eg: commercial, charitable or other organisations please include the full details of the organisation ie, limited or non-limited and contact name of the initiating department.
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.

Subject to certain exceptions where Part B (Fire Safety) imposes a requirement in relation to proposed building work, two further copies of plans which demonstrate compliance with the requirements should be deposited.

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. Most fees are 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. The second fee is a single payment in respect of the relevant work to cover all site visits and consultations which may be necessary until it is satisfactorily completed.

Leaflet 1 prescribes the plan and inspection fees payable for small domestic buildings. Leaflet 2 prescribes the fees payable for small alterations and extensions to a dwelling home, and the addition of a small garage or carport. Leaflet 3 prescribes the fees payable for all other cases.

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 Leaflets which are 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.

Where it is proposed to erect a building or an extension over existing underground services eg: gas, electricity, water, telecoms; the building owner or the building contractor must contact the relevant statutory undertaker to arrange for their diversion.

5. LABC Services provides a Partner Authority Scheme and also National Type Approval for a range of building types, building systems and major building elements where they are used repeatedly. If this proposal is to use the Partnering scheme please provide further details, including the name of the Partner Authority. If the work proposed or any part of it is subject to a LANTAC approval please enclose a copy of the appropriate current certificate(s). If there is any variation in this proposal from that shown on the LANTAC type approval plans attention should be drawn to it in a covering letter. Further information on LANTAC schemes is available from LABC Services, Third Floor, 66 South Lambeth Road, London SW8 1RL
6. Fire safety law changed in October 2006 with the introduction of the Regulatory Reform (Fire Safety) Order 2005. The requirement for businesses to have fire certificates has been abolished and any previously held are no longer valid. Instead the law:
 - Emphasises preventing fires and reducing risk.
 - Makes it your responsibility to ensure the safety of everyone who uses your premises and in the immediate vicinity by the use of risk assessments.

A set of guides has been developed to tell you what to do to comply with fire safety law, help you to carry out risk assessments and identify the general fire precautions you need to have in place. Please visit - www.communities.gov.uk/fire/firesafety/firesafetylaw/aboutguides/

7. 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.
8. The issue of a building regulation approval does not operate as an approval for the purpose of any other statutory provision, eg: Party Wall Act, Health and Safety at Work Act, etc.

9. The Council will require that you provide certification of satisfactory testing and inspection for all electrical work not carried out under the Competent Persons Scheme. See website link below. This requirement may unfortunately increase the cost to the applicant and may cause a delay (arranging for another electrician to carry out an inspection and test).
<http://www.communities.gov.uk/planningandbuilding/buildingregulations/competentpersonsschemes/existingcompetentperson/>

Any electrical installation undertaken by someone who is not registered with a Competent Persons Scheme must provide an installation certificate, together with a test certificate prepared by a member of a Competent Persons Scheme.

- **New electrical installations, rewires and adding new circuits to an existing installation**

If the electrical contractor is a member of a Competent Persons Scheme, they must complete an Installation Certificate (Form 1) BS 7671 (as amended).

If the electrical contractor is not a member of a Competent Persons Scheme, they must complete the Design and Construction parts of the Installation Certificate (Form 2) BS 7671 (as amended) and you are required to arrange for an electrical contractor who is a member of a Competent Persons Scheme to inspect and test the installation to enable them to complete the Inspection and Testing part of the form.

In both instances the electrical contractor is required to complete (Form 3) Schedule of Inspection and (Form 4) Schedule of Test Results.

- **Additional Sockets or Lighting points to all existing installation in a kitchen or special location.**

If the electrical contractor is member of a Competent Persons Scheme or is qualified with City and Guilds Certificate 2391, or equivalent they must complete the Minor Works Certificate (Form 5).

Copies of the appropriate forms must be deposited with the Authority at Completion of the work. Failure to do so will prevent the Authority from issuing a Completion Certificate and may lead to Enforcement action taken against you and/or your electrical contractor. Homeowners would be advised not to pay contractors until these electrical work certificates have been provided and the building work complies with the Building Regulations.

The preferred route to approval is for you to use an electrical contractor who is registered under a Competent Persons Self Certification Scheme.

10. These notes are for general guidance only; particulars regarding the deposit of plans are contained in Regulation 14 of the Building Regulations and, in respect of fees, in the Building (Local Authority Charges) Regulations.
11. 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.

If there is any doubt about if the work you are embarking on requires approval, do not hesitate to discuss it with your Local Authority Building Control Office.

You should be aware that in order to comply with the Freedom of Information Act 2000, any information supplied by you and held by the Council may be subject to disclosure, in response to a request, unless one of the exemptions in the act applies.