

# FULL PLANS APPLICATION

**BUILDING ACT 1984 - The Building (Amendment) Regulations 2008**

This application form has been designed for your ease of use. Guidelines have been split into three steps:

1. Help notes to complete the form
2. Additional notes to applicants referring to specific elements of the Building Notice
3. A checklist for your application to ensure it is treated as valid.

Please read all three stages carefully before submitting this form.

**IF YOU WOULD LIKE FURTHER ASSISTANCE OR GUIDANCE IN  
COMPLETING THIS FORM PLEASE DO NOT HESITATE TO  
CONTACT US DIRECTLY AND WE WILL BE HAPPY TO HELP**



## Step 1 - Help Notes

If you would like to discuss your individual case, please contact us on 020 7926 9000 or email [buildingcontrol@lambeth.gov.uk](mailto:buildingcontrol@lambeth.gov.uk)

1, & 2. Full site address and specific details of proposed work.

3. Fees for full plans are assessed on the information provided in this section. The charge payable in 2 installments—the first of which must be submitted with this application. Please refer to the enclosed fee sheet for further guidelines

4. The applicant is the person on whose behalf the work is being carried out

The Building (Local Authority Charges) Regulations make the person “on whose behalf work is to be carried out” liable to pay the fee. This usually means the owner of the property to which the application relates.

**Consequently ANY bills for outstanding charges will be sent to the owner**

5 & 6. Correspondence details for the architect/agent/builder/contractor where relevant

Subject to certain exceptions, fees are payable in 2 stages. The first payment must accompany the deposit of plans. The second for which you will be invoiced, is payable after the first inspection. This charge covers all site visits and consultations which may be necessary until the work is satisfactorily completed.

7. Sign, print name and date form.

## Step 2 - Notes to Applicants

These notes are for general guidance only particulars regarding the submission of Building Notices are contained within the Building (Local Authority Charges) Regulations 1998.

**Schedule 1** prescribes the plan and inspection charge payable to newly built dwellings up to 3 storeys.

**Schedule 2** prescribes the charge payable for small certain small buildings, extensions and alterations Please refer to the enclosed fee sheet for more details.

**Schedule 3** prescribes the charge payable for all other cases.

Non-controlled elements of the works include such items as landscaping and professional fees. VAT can be excluded from the estimate.

A completion certificate will be automatically sent out once the job has been completed, and fees paid, relevant certificates for Gas, Electrical, Sound Test, Air leakage test, etc have been received and checked by Building Control. There is no additional charge for this.

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 no less than 21 days notice to the appropriate authority (Thames Water).

Is the building to be put, or intended to be put, to a use which is designated, for the purpose of the Regulatory Reform (Fire Safety) Order 2005.?

- Hotels & Boarding House, Factories, Offices, Shops, communal escape stairs to flats etc.

Section 16 of the Building Act 1984 provides for passing plans subject to conditions. The conditions may specify modifications to the deposited plans and / or that further plans shall be deposited.

If we have checked the scheme and sent out a decision and the application is withdrawn, application fees will not be refunded. If only registered and then withdrawn a £50 charge will be made and the remaining fees returned.

Note: If a scheme has been rejected, there is no additional plan fee on re-submission if it is within 3 months.

Full plans applications shall cease to be valid from 3 years after the date on which the plans were deposited with the Council unless the work has already started (Section 32 of The Building Acts).

Registration no:

## Full Plans Application

1. Site Address:	2. Details of proposed work:
	Planning Consent Number:
Present use:	Proposed use:

Is the building to be put to a use which is designated for the purposes of the Regulatory Reform (Fire Safety) Order 2005.? Yes  No

Do you intend to carry out any domestic electrical work.? Yes  No

3. Fee calculation: <b>PLEASE NOTE THAT AN ESTIMATE IS REQUIRED IF THE WORK FALLS WITHIN SCHEDULE 3</b>		
No. of dwellings:	Total floor area of extension	Estimated total cost of work:

4. Applicant/Owner: The person "on whose behalf work is to be carried out" remains responsible for all fees despite any contract they may have for the builder or any other person to pay the charge		
Title:	Forename:	Surname/Company:
Address:		
Phone:	Mobile:	
Fax:	E-mail:	
5. Architect/Agent:		6. Builder/Contractor/Company
Title:	Forename:	Surname
Address		Address:
E-mail	E-mail:	
Contact Telephone Number:	Contact Telephone Number:	

The \*Owner / \*Agent / \*Builder is your first point of contact for all queries (please delete where appropriate)

<p>This notice is given in relation to the building work as described and is submitted in accordance with regulation 11 (1) (b) of the Building Regulations and is accompanied by the appropriate fee.</p> <p>* I consent to the plans being passed subject to conditions or stage approval</p> <p>* I agree to an extension of time to the prescribed period of up to 2 months from the date this application is received by Lambeth    <b>* Delete as appropriate</b></p>
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I have read all the guidelines and completed the above form with information that to the best of my knowledge is accurate.	
7. Signed*:	Date:
Print Forename & Surname:	*Owner/Architect/Engineer/Builder (please delete)

### For Official use only

Plan Fee due:	Charge type:	Letter sent:
Plan Fee paid:	Register?	
Receipt no:	Date:	

## Step 3 Validity checklist

- The correct Full Plans initial charge (please refer to the enclosed fee sheet)  
Please make cheques payable to **London Borough of Lambeth**.
- Two sets of Plans including (**Ordnance site plan with property outlined in red, your application will be rejected without this.**)
  
- The plans required are elevations and all floors, any further details and calculations to support your application.

### Additional Information

Applicants must ensure that any building or development proposal has the relevant Town and Country Planning and /or Conservation Area/Listed Building Consent and are advised to consult the Planning and Development Control Section of the Council.

## Best Value Evaluation

At Lambeth, we are committed to Service Excellence and value all comments and feedback from you - our customers. Please spend a few moments rating the following statements.

1 - Disagree, 2 - Neutral, 3 - Agree

I found the application form clear and straight forward to use

The accompanying fee sheet was easy to understand

Staff were informative and helpful to my needs

I was sent all the relevant information

Overall, I feel satisfied with the service I have received


### Further Information

If you have any queries regarding the charges, please contact us on 020 7926 9000

OR: [buildingcontrol@lambeth.gov.uk](mailto:buildingcontrol@lambeth.gov.uk)

Please submit your application to:

Lambeth Building Control, Housing Regeneration and Environment,  
Phoenix House, 10 Wandsworth Road, LONDON, SW8 2LL.