

FULL PLANS SUBMISSION

Date Rec:	Date Rec: BC	Fee	VAT	Receipt No.



Form BFP2-v05

The Building Act 1984. The Building Regulations 2010

NOTE : If you are intending to e-mail this form back to us please send it to : building.control@rotherham.gov.uk
Please remember to send this form along with **one full set of plans in PDF format.**

This form is to be completed by the person who intends to carry out building work, or their agent. If the form is unfamiliar please read the attached guidance notes or contact this office. Please type or use BLOCK CAPITALS.

1

Applicant or Owner

Title First Name Surname
Address
Post Code Tel Email

2

Agent or Architect (if applicable)

Name
Address
Post Code Tel Email

3

Location of building to which work relates

Address
Post Code

4

Proposed Work

Description

5

Use of Building

1. If new building or extension please state use.
2. If existing building state present use.
3. Is the building to be put to a designate use. (See Note 4) Yes ☐ No ☐

6

Resubmission

If this submission relates to a scheme previously submitted, state application reference number.

7

Unless you advise otherwise it is accepted that your application may be determined within 2 months Conditionally Approved, and will receive certification following satisfactory completion of the building work.

8

Will you be undertaking Notifiable Electrical Work (see guidance note 8) Yes ☐ No ☐

9

Charges

State estimated cost of works (excluding VAT) £
State amount of deposit fee enclosed (including VAT) (See note 3) £

Have you requested a quotation from Rotherham Building Control Consultancy Yes ☐ No ☐ Ref:

10

Statement

This notice is given in relation to the building work as described, is submitted in accordance with the Building Regulation 12(2)(b) and is accompanied by the appropriate charge. I understand that further charges will be payable (inspection fee) following the first inspection by the local authority unless previously paid. The account for the charges will be sent to the applicant unless noted below :

Name
Address
Post Code

Name / Signature

or On Behalf Of

Date

The information you provide is necessary for the processing of your Building Regulation application.
It will be retained on a secure database and not disclosed to other parties.

For further information please contact us on 01709 823847

Rotherham Building Control Consultancy



Guidance Notes For FULL PLANS SUBMISSION

DRAWINGS AND PARTICULARS

1. Drawings shall be produced/presented in a clear and intelligible manner. Detailed plans and sections shall be to a scale of not less than 1:100 or, if the building is so extensive as to render a smaller scale necessary, not less than 1:200. Site plans shall be to a scale of not less than 1:1250 and shall show the siting of buildings within the site boundary and the location of the site in relation to surrounding properties. All submitted plans must now be dimensioned / scheduled in 'metric'.

GENERAL

2. You can make your application by submitting your details online via www.submitaplan.com or emailing to building.control@rotherham.gov.uk If submitting by post, address to **Riverside House, Building Control, Main Street, Rotherham S60 1AE**.
It is important to remember that the **Plan Fee** should be submitted either by Debit Card or Cheque, otherwise processing the application may be delayed. Please Contact our Office on 01709 823847 to make a debit payment or post a cheque attaching a covering letter stating its purpose.
3. Notes for guidance regarding Building Regulations Charges (form BRCS), are available online from Rotherham Council website www.rotherham.gov.uk or contact 01709 823847
4. Regulatory reform (fire safety) order 2005. Does the building/extension work affect any of the following, Hotel/Boarding Houses/Offices/Shops/Railway Premises/Factories
5. A Completion Certificate will be issued only when the Local Authority considers that the building work has been satisfactorily completed.
6. In respect of applications for Replacement Windows/Doors, details are required of the existing and proposed windows/doors 'types'. To assist with this you could utilise/complete the form 'Replacement Windows/Doors Details'. Please request the form if required.
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. To comply with Part P, you must either – (i) use an electrician who is registered with a Competent Person's scheme (ask your electrician for details), in which case a Building Regulations application will not be required for the electrical work only; or, (ii) use an electrician who is registered with a recognised trade body such as NCEIC, ECA & NAPIT, etc., and who will issue a 'design, installation and test' certificate under BS 7671 – Building Control will then accept this as evidence of compliance but may also carry out additional inspections for verification. Please Telephone 01709 823847 if further assistance is required.
9. A Full Plans Application shall cease to have effect three years after deposit to the Local Authority unless the works have been commenced before the expiry of that period, in accordance with Section 32 of the Building Act 1984

OTHER APPROVALS

10. If the proposals set out in this notice are subject to the provisions of the Town and Country Planning Acts it will also be necessary for planning permission to be obtained before any work is carried out under a separate application. For details please visit our website www.rotherham.gov.uk or contact 01709 382121
11. If it is proposed to install a furnace to which Section 4 of the Clean Air Act, 1993 applies, or a chimney to which Section 14 of the Clean Air Act, 1993 applies, a separate notice must be given to Head of Neighbourhood Services For details please visit our website www.rotherham.gov.uk or contact 01709 336001
12. If your dwelling is owned by the Council you should obtain the consent of the Head of Neighbourhood Services, Riverside House, Main Street, Rotherham S60 1AE to your proposals before, or at the same time, as you submit plans for Building Regulations consent.