



## Directorate for Planning, Growth and Sustainability

King George V House, King George V Road, Amersham, Bucks HP6 5AW

buildingcontrol.csb@buckinghamshire.gov.uk

01895 837296

www.buckinghamshire.gov.uk

# Full Plans Application

1	<p><b>Your details</b></p> <p><u>Your full name:</u></p> <p><u>Your address and postcode</u></p> <p><u>Your phone number:</u></p> <p><u>E-mail:</u></p> <p><i>(If you wish the invoice for the inspection charge to go to another address, please let us know in writing. To re-issue an invoice will incur a charge.)</i></p>
2	<p><b>Your agent's details</b> (if you have an agent or person submitting this application on your behalf)</p> <p><u>Name:</u></p> <p><u>Address and postcode:</u></p> <p><u>Phone number:</u></p> <p><u>E-mail:</u></p>
3	<p><b>The building you want to work on</b></p> <p><u>Address and postcode:</u></p>
4	<p><b>The work you want to carry out</b></p> <p>Please list the work you want to carry out:</p> <p>If an extension or new build, please state the internal floor measurement of the new area: ____m<sup>2</sup></p>
5	<p><b>What you will use the building for</b></p> <p>If it is a new building or extension, please say what you will use it for:</p> <p>If it is an old building, please say what it is, or was used for:</p> <p>Do you want to use the building for something that the Regulatory Reform (Fire Safety) Order 2005 applies to? (If YES, you must send us four sets of plans). YES <input type="checkbox"/> NO <input type="checkbox"/></p>
6	<p><b>Conditions and when we will decide the application</b></p> <p>Do you agree to us passing the plans but setting certain conditions? YES <input type="checkbox"/> NO <input type="checkbox"/></p> <p>Do you agree to being given 2 months to submit your amendments? YES <input type="checkbox"/> NO <input type="checkbox"/></p>
7	<p><b>Domestic Electrical Work (to be completed for all domestic applications that include electrical work)</b></p> <p>Will a competent electrician, who is registered with a Part P self-certifying scheme, carry out the electrical installation? YES <input type="checkbox"/> NO <input type="checkbox"/></p> <p>(if NO see overleaf)</p> <p>If YES, please supply the Trade Association (e.g. NICEIC, ELECSA etc.) Reg Number: _____</p>

<b>8</b>	<p><b>Charges</b> (see separate guidance note on charges)  Plan charge including VAT (to see if VAT is payable, please read charge guidance notes) £ _____  As quoted on: _____</p> <p><b>(If you are paying by cheque, regardless of the address – it should be made out to "Buckinghamshire Council")</b></p>
<b>9</b>	<p>Have you applied for Planning permission: YES <input type="checkbox"/> NO <input type="checkbox"/></p> <p>If NO, you may need Planning Permission. Please contact our Planning team for advice on 01895 837210 or 01494 732950</p> <p>If YES, please provide Planning Reference No:</p>

**Statement**

Privacy - When a Building Regulation application is submitted the information including personal information (i.e. names and addresses - redacted re telephone numbers and signatures only) will be held on the public register in accordance with the *Building Act 1984 (as amended) (for the purposes of the Building Regulations Part IV Duties of local authorities)*. This information is published on the Council's website under the Public Access for Planning and Building Control.

If you want your name to be treated as confidential, please inform the Council in writing at the time of submission setting out your reasons but you should be aware that, under the Freedom of Information Act 2000 (FOIA) and Environmental Information Regulations 2004 (EIR), we cannot guarantee confidentiality.

For further information about our Privacy Policy please go to [Buckinghamshire Council](#)

I am sending this notice and plans for the building work described under Regulation 12 (2)(b) of the Building Regulations 2010. I have also enclosed the correct charge.

I understand that I may have to pay another charge when you inspect the work for the first time. I will pay this charge when I receive an invoice.

Your name: \_\_\_\_\_ Your signature: \_\_\_\_\_ Date: \_\_\_\_\_

Notes relating to Domestic Electrical Work

**The Council will require that you provide certification of satisfactory testing and inspection for all work not carried out under the Competent Persons Scheme.**

This requirement may unfortunately increase the cost of the application and may cause a delay (arranging for another electrician to carry out an inspection and test).

Any electrical installation undertaken by someone who is not registered with self-certifying association (e.g. NICEIC, ELECSA, NAPIT etc.) must provide an installation certificate, together with a test certificate prepared by a member of the NICEIC etc. For certain minor work, a lesser qualification will be accepted.

