Building Control Application – Full Plans

The Building Act 1984 (as amended), The Building Regulations 2010, The Building Safety Act 2022

Guidance Notes

FULL PLANS APPLICATION

You may use a Full Plans application for any type of work. Full Plans applications benefit from a full check at design stage for compliance with the Building Regulations. **You must submit a Full Plans application if**:

- The proposed works involves the construction, extension, or underpinning of a building which will be over or within 3 meters of a Public Sewer or Disposal Main. The Building Regulations 2010 Part 3.
- The proposed works include the erection of a building that fronts onto a private street. The Building Regulations 2010 Part 3.
- The Regulatory Reform (Fire Safety) Order 2005 applies to the proposed works. Regulatory Reform (Fire Safety) Order 2005.

Please note - Plans are only full plans if they consist of—
(a) a description of the proposed building work, renovation or replacement of a thermal element, change to the building's energy status or material change of use;
(b) the plans, particulars and statements required by paragraphs (1), (1A) and (2) of regulation 13;
(c) where paragraph H4 Schedule 1 imposes a requirement, particulars of the precautions to be taken in building over a drain, sewer or disposal main to comply with the requirements of that paragraph; and
(d) any other plans which are necessary to show that the work would comply with these Regulations.

1. Client Details

The client is the person for whom the work is being carried out. A domestic client is a client for whom a project is being carried out which is not in the course or furtherance of a business of that client. See Part 2A of the regulations for more information.

2. Applicant Details

The applicant is the person who is making the application, this could be the same as the client, principal designer, or contractor.

3. Principal Designer Details

The principal designer is the lead or sole designer appointed under regulation 11D to perform the duties of a principal designer under The Building Regulations etc. (Amendment) (England) Regulations 2023. See Part 2A of the regulations for more information.

4. Principal Contractor Details

The principal contractor is the contractor appointed under regulation 11D of The Building Regulations etc. (Amendment) (England) Regulations 2023, and may be any person (including a client, but not a domestic client) who, in the course of a business, carries out, manages, or controls the building work for this project. **These details must be provided to the Local Authority before the construction phase begins.**

5. Correspondence

The primary email address which should be contacted for technical information and documentation.

6. Proposed Work and Location

Briefly describe the proposed works to be undertaken. Please provide the estimated date of commencement, and the reference number for any planning permission obtained in connection with the works.
Please state the full address of the building or site to which the work relates including name/number, road, parish and postcode where available. Ensure to state an estimated cost of the works.

7. Current usage of the building to which to work relates

Where the work consists of work to an existing building, provide a description of the existing building, details of the current use of the building, including the current use of each storey, the height of the building and the number of storeys in the building as determined in accordance with Regulation 6 of the Higher-Risk Buildings (Descriptions and Supplementary Provisions) Regulations 2023.

8. Proposed usage of the building

State the proposed use of building (e.g. dwelling, office, factory etc), including the proposed use of each storey, the proposed height of the building and the number of storey's in the building as determined in accordance with Regulation 6 of the Higher-Risk Buildings (Descriptions and Supplementary Provisions) Regulations 2023.

9. Fire Safety
State whether the Regulatory Reform (Fire Safety) Order 2005 applies to the existing and/or proposed building where the work is intended, this includes shops, offices, hotels, hostels for hotel staff, boarding houses, factories and other uses.
10. Drainage and Water Supply
Provided details of the Water Supply, Foul water drainage, Surface water drainage.
11. Building over Sewers
If **Yes** permission from Anglian Water will be necessary and relevant details submitted with this application for building control approval with full plans (see paragraph H4 Schedule 1). Work should not commence on site until this consultation has been made and a positive response from Anglian Water has been received. Contact Anglian Water Tel: 0345 60 66 66 087 Email: Developmentservices@anglianwater.co.uk.
12. Local Enactments
Provide details of the steps taken to comply with any local enactments that may apply.
13. Commencement
Estimated commencement date provide either: The calendar date when it is proposed the work will reach the point when it is to be regarded as commenced (in accordance with 46A applies (lapse of building control approval: commencement of work) **Or** where the work does not consist of work to which paragraph (2) or (3) of regulation 46A applies, details of the work which the client considers amounts to 15% of the proposed work. **Please note: The person carrying out the work must inform Building Control not more than five days after the day on which work is to be regarded as commenced (in accordance with regulation 46A).**
14. Is the proposed building work required solely or partially to meet the needs of a person with a disability?
Is the work for a Registered Disabled person? For example, a wet room or installation of an access ramp. A letter from an occupational therapist or a doctor will need to be submitted with the application form to prove eligibility for fee exemption/discount. The letter will not be kept on record. It will be destroyed once eligibility has been confirmed. Residential care home are classed as non-domestic buildings and do not qualify for exemptions.
15. Building Safety Levy (BSL) Information
All proposed works that include provision of one or more new dwellings or one or more bedspace in Purpose-Built Student Accommodation, require a Building Safety Levy (BSL) eligibility review. A Notice of No Charge or a Levy Liability Notice will be issued accordingly.
16. Proposed numbers of
Building works consisting of 9 or less new dwelling and 29 or less bedspaces in PBSA will not be required to pay the BSL. Building works consisting of 10 or more new dwelling and 30 bedspaces or more in PBSA be required to pay the BSL. Developments of 10 or more new dwelling are classed as major developments.
17. Named Client Details* Person Liable to pay the Building Safety Levy
The named client in relation to a Building Safety Levy chargeable application is liable to pay the amount of Building Safety Levy charged in respect of the application. BSL (England) Regulations 2025 Part5 Reg 22.
18. Planning Permission
Your building control application will be crossed referenced with your planning application to ensure accuracy of the information provided.
19. Previous Determination Notices (Updated applications only)
Please provide details of any levy determination notices already given in respect of the original/updated application (If applicable).
20. Application Payment
Please provide details on whom is it to pay the fees. Please state preferred method.
21. Disclaimer and Statement
Please ensure the Disclaimer and Statement is signed as appropriate **or** an email from the client is sent to bcinspections@tendringdc.gov.uk. (from their personal email address – not a generic one), confirming they agree to the application being made and that the information contained in the application is correct or sign the statement at the end of the application form.

OUR CONTACT DETAILS	
Building Control Tendring District Council Clacton-on-Sea Town Hall	Tel: 01255 686111 Email for Building Control: bcinspections@tendringdc.gov.uk

Station Road Essex CO15 1SE	Email for Building Safety Levy: BSL@tendringdc.gov.uk www.tendringdc.uk/departments/building-control Download the LABC Inspection app here: LABC Site inspection app