

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 works involve a building to which the Regulatory Reform (Fire Safety) Order 2005 applies or the work which includes the erection of a building fronts onto a private street.

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: Not more than five days after the day on which work is to be regarded as commenced (in accordance with regulation 46A) the person carrying out the work must inform Building Control.

14. Building Work Solely Required by People with Disabilities.

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.

15. Payment

Do you wish to pay the plan checking fee by card, cheque, or invoice? Please state preferred method.

Please provide details on whom is it to pay the plan check fee and the inspection fee.

16. 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.

The inspection fee will be payable after the first inspection by the authority for a Full Plans application. No further inspections will be conducted by the authority unless the inspection fee is paid.

OUR CONTACT DETAILS

Building Control
Tendring District Council
Town Hall
Station Road
Clacton-on-Sea
Essex
CO15 1SE

Tel: 01255 686111 – [Option 1 to book inspections](#)

[Option 2 for general enquiries](#)

Email: bcinspections@tendringdc.gov.uk

www.tendringdc.uk/departments/building-control

Download the LABC Inspection app here: [LABC Site Inspection app | LABC](#)