

# Building Control Services

## Full Plans Application

Salford City Council

Building Act 1984 Building Regulations 2000

Please return one copy of this form to:  
Urban Vision Partnership Ltd,  
Building Control Section, 2nd Floor, Emerson House,  
Albert Street, Eccles, Salford M30 0TE

For advice please telephone: 0161 779 4985  
Or email: [building.control@salford.gov.uk](mailto:building.control@salford.gov.uk)  
Office hours 8:30 a.m. - 4:30 p.m. Monday-Friday

Visit our website for  
additional guidance:  
[www.salford.gov.uk](http://www.salford.gov.uk)

Please accept this notice of my intention to carry out building work, I enclose **2 copies** of the plans and specifications for domestic work, **4 copies** for non domestic work (see note 2) and **1 copy** of this form, as required by building regulation 12 (2) (b). **Please ensure you read the guidance notes and complete the charges section overleaf.**

### 1 Applicants details:

Title: ..... Surname: ..... Initial: .....  
Address: .....  
.....  
**Post code:** ..... **Tel:** ..... **Fax/E-mail** .....

### 2 Agents details: (If you have one)

Title: ..... Surname: ..... Initial: .....  
Address: .....  
.....  
**Post code:** ..... **Tel:** ..... **Fax/E-mail** .....

### 3 Location of building work: (If different from applicant)

Address: .....

### 4 Proposed work: (Description)

**4a** Are you seeking Local Authority approval for the electrical work associated with this application.  
(Domestic work only). See guidance notes. Yes/No

### 5 Use of building:

Please state proposed use of new building or extension .....  
Please state use of existing building .....  
Will the building be subject to the Regulatory Reform (Fire Safety) Order 2005? Yes/No

### 6 Statement:

This Building Regulation application is accompanied by the appropriate application fee, and I understand that an inspection fee will be payable following commencement. **The person responsible for payment is:** (if different from applicant)

Full Name ..... Address.....

### 7 Conditions and extension of time:

In order to process your application in the shortest possible time, do you agree to the following conditions:

- The Local Authority may make minor amendments or additions to the plans. Yes  No
- The Local Authority may approve the application subject to agreed conditions. Yes  No
- If necessary the Local Authority may extend the decision period from 5 week to 2 months. Yes  No
- Please forward a completion certificate, following satisfactory completion of this work. Yes  No

Name ..... Signature ..... Date .....

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# Building Regulation Charges

## The Building (Local Authority Charges) Regulations 1998

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Please complete the appropriate section below.

For details of our charges see "Guidance Note on Fees" leaflet.

### • New Housing (Table A)

Number of dwellings in the scheme		Fee enclosed include VAT	£
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### • Domestic Extensions, Garages and Carports (Table B)

Detached Building - floor area	m <sup>2</sup>	Fee enclosed include VAT	£
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Attached Extension(s) - floor area	m <sup>2</sup>		£
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If constructing more than one extension fee is based on the total of the floor areas

### • All other work (Table C)

Total cost of the building works	£	Fee enclosed include VAT	£
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Floor area (where applicable)	m <sup>2</sup>		
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All cheques to be made payable to "Salford City Council"

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# Guidance Notes for Full Plans Submission

## The Building Regulations 2000

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### 1. The Applicant

The applicant is the person on whose behalf the work is being carried out, e.g., the building's owner. It is important that the applicant's FULL NAME and post code is added to the form

### 2. Number of Copies

One copy of the application form should be completed and submitted together with two copies of the plans and particulars. Four copies of the plans and particulars will be required for applications relating to non-domestic building work.

### 3. Fees Payable

A Building Regulation application will normally require a fee payable by the person by whom or on whose behalf the work is to be carried out. Fees are payable in two stages. The first fee must accompany the application and the second fee is payable after the first site inspection. This second fee covers all site visits and consultations, which may be necessary, until the work is satisfactorily completed. The appropriate fee is dependent upon the type of work proposed. Fee scales are set out in the Guidance Notes on Fees, which is available on request.

### 4. Location Plan

A Location Plan to a scale of not less than 1:1250 is required with all applications submitted.

### 5. LABC/LANTAC

If the proposed work or any part of it, is subject to a LANTAC approval please enclose a copy of the appropriate current certificate(s). This would not normally be applicable to typical domestic extensions.

### 6. Conditional Approval

Applications may be approved subject to conditions. These conditions may specify modifications to the deposited plans and/or that further plans shall be deposited.

### 7. Use of Building

If the building is a building in relation to which the Regulatory Reform (Fire Safety) Order 2005 applies or will apply after the

completion of the building work, the application must be a Full Plans submission. This will allow us to consult with the Fire Authority to verify fire safety issues.

This includes: Office, Shop, Factory, Railway Premises, Hotel, Boarding House, and all non-domestic workplaces in a building.

### 8. Drainage Connections

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 not less than 21 days notice to the appropriate authority.

### 9. Town and Country Planning

If you are intending to carry out building work or make a material change of use of a building you may need Planning Permission. If you are uncertain you should contact the Development Control Section on 0161 779 4986.

### 10. Party Wall Act 1996

This Act provides a framework for preventing and resolving disputes relating to work on or near boundaries. You may need to give adjoining owners notice of your intentions. A free explanatory leaflet is available from the DTLR, information is also accessible on [www.salford.gov.uk/planning](http://www.salford.gov.uk/planning). Please note this is a private legal issue between you and your neighbours.

### 11. Electrical Safety

Domestic electrical installations now require Building Regulation approval (Part P). For further information see separate guidance notes, or contact Building Control Dept.

### 12. Guidance Notes

These notes are for general guidance only; particulars regarding the deposit of plans are contained in Regulations 13, of the Building Regulations 1991 and, in respect of fees, in the Building (Local Authority Charges) Regulations 1998.

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For further advice concerning Building Regulations please telephone 0161 779 4985 or visit our web-site [www.salford.gov.uk/planning](http://www.salford.gov.uk/planning)

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