RIBBLE VALLEY BOROUGH COUNCIL
BUILDING CONTROL SERVICES, CHURCH WALK, CLITHEROE, LANCS. BB7 2RA
Tel: 01200 425111 Fax: 01200 414487
Email: building.control@ribblevalley.gov.uk

FULL PLANS SUBMISSION

The Building Act 1984
The Building Regulations 2010

OFFICIAL USE ONLY		DATE RECEIVED		Building Regulations Appl. Number:
FEE PAID	RECEIPT No	FEE PAYABLE	REFUND	
T.P. REF	CHECKED BY	VAT	TOTAL COST	

***This form is to be filled in by the person who intends to carry out building work or their agent**. If the form is unfamiliar please read the notes on the reverse side or consult the office indicated above. Please use block capitals.*

Applicant's details *(including christian names or initials - see also note 1)*

Name:
Address
Postcode: Tel: Fax:

Agent's details (if applicable)

Name:
Address:
Postcode: Tel: Fax:

Location of building to which work relates

Address:

Postcode:

Proposed Work *(see note 5)*

Description:

Is the proposed work or any part of it subject to Partnering or a current LABC Type Approval? YES/NO ☐

If a Planning application has been submitted please state application number: _____

Use of building

1. If new building or extension please state proposed use:
2. If existing building state present use:

Conditions *(see note 6)*

Do you consent to the plans being passed subject to conditions where appropriate? YES/NO ☐

Mode of Drainage

Foul Water main sewer / treatment plant *(delete as appropriate)* Surface Water sewer / soakaway

Charges (see Guidance Note of Charges for information) N.B. When charges are based on estimated cost of work a written estimate of the total cost of the work shown on the plans must be provided.

Plan fee £_____ + VAT _____ Total £_____ Estimate enclosed YES/NO ☐

Statement

This notice is given in relation to the building work as described, is submitted in accordance with Regulation 12(2)(b) and is accompanied by the appropriate charge. **I understand that further charges will normally be payable following the first inspection by the local authority.**

Name: Signature: Date:

Notes: Cheques to be made payable to Ribble Valley Borough Council and crossed A/C Payee.
Return to: Ribble Valley Borough Council, Building Control Services, Church Walk, Clitheroe. BB7 2RA

LABC

Notes

1 The applicant is the person on whose behalf the work is being carried out, e.g. the owner of the building.

2 One copy of this notice should be completed and submitted together with plans and particulars in duplicate in accordance with the provisions of Building Regulation 12, 13 and 14 of the Building Regulations 2010.

Where the proposed work includes the erection of a new building or extension this notice should be accompanied by the following:

- A block plan to a scale of not less than 1.2500.
- The size and position of the building, or the building as extended, and its relationship to adjoining boundaries.

Subject to certain exceptions where part B (Fire Safety) imposes a requirement in relation to proposed work, **two** further copies of plans, which demonstrate compliance with the requirements, should be deposited.

3 Subject to certain exceptions a Full Plans Submission attracts charges payable by the person by whom or on whose behalf the work is to be carried out. Most charges are payable in two stages. The first charge must accompany the deposit of plans and the second charge is normally payable after the first inspection of work in progress. This second charge is a single payment in respect of each individual charge earning project, to cover all site visits and consultations that may be necessary until the work is satisfactorily completed.

Table A prescribes the plan and inspection charges payable for newly constructed dwellings/flats.

Table B prescribes the charges payable for certain extensions to dwellings, addition of a small garage or carport, garage conversion and replacement windows.

Table C and D prescribes the charges payable for certain works to dwellings and non domestic buildings as well as small non domestic extensions.

Table E prescribes the charges payable for all other works not in tables A, B, C, and D.

The appropriate charge is dependent upon the type of work proposed. A scale of charges and methods of calculation are set out in the Guidance notes on charges, which is available upon request.

4 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 United Utilities PLC.

5 LABC provides a Partner Authority Scheme and also National Type Approval for a range of building types, building systems and major building elements where they are used repeatedly. If this proposal is to use the Partnering scheme please answer YES and provide further details, including name of the Partner Authority, If the work proposed or any part of it is subject to a type approval please answer YES and enclose a copy of the appropriate current certificate(s). If there is any variation in this proposal from that shown on the type approval plans attention should be drawn to it in a covering letter. Further information on Type Approval schemes is available from your local Building Control office, or LABC, 66 South Lambeth Road, London SW8 1RL.

6 Section 16 of the Building Act 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.

7 These notes are for general guidance only, particulars regarding the deposit of plans are contained in Regulation 12, 13 and 14 of the Building Regulations 2010 and, in respect of charges, the current Ribble Valley Council Scheme of Charges made under The Building (Local Authority Charges) Regulations 2010

8 Persons proposing to carry out building work or make a material change of use of a building are reminded that permission may be required under the Town & Country Planning Acts.

9 You may request that a completion certificate be given upon satisfactory completion of works.

10 Further information and advice concerning Building Control and Planning matters may be obtained from Ribble Valley Borough Council. Tel. 01200 425111.
Web site www.ribblevalley.gov.uk