



Working together

Building Control Full Plans or Building Notice Application Form

The Building Act 1984
The Building Regulations 2010

Application type: Please tick this box if you want a **FULL PLANS** or **BUILDING NOTICE**

Please return to: Building Control, Civic Centre, Riverside, Stafford ST16 3AQ

For the following areas: Cannock Chase District Tel: 01543 464507
Stafford Borough Tel: 01785 619340

For all areas: Email: buildingcontrol@cannockchasedc.gov.uk
www.cannockchasedc.gov.uk/buildingcontrol

Applicant's Details

Name: _____

Address: _____

_____ Postcode: _____

Tel: _____ Mobile: _____ Email: _____

Agents/Architect Details (if applicable)

Name: _____

Address: _____

_____ Postcode: _____

Tel: _____ Mobile: _____ Email: _____

Builder/Contractor Details (if known)

Name: _____

Address: _____

_____ Postcode: _____

Tel: _____ Mobile: _____ Email: _____

Location of Building(s) to which work relates

Address: _____

_____ Postcode: _____

Proposed Work(s)

Use of Building

1. If new building or extension - Please state proposed use: _____
2. If existing building - Please state present use: _____ Proposed Use: _____
3. Is this building intended, to be put to a relevant use (Regulatory Reform (Fire Safety) Order)
YES NO If YES, please provide one additional set of plans
4. Means of drainage - Mains / Septic Tank / Other _____

Domestic Electrical Work

Will an electrician registered with Part P Competent Persons Self-Certifying Scheme or qualified to complete BS7671 installation certificates carry out the electrical works?

YES NO If NO, an additional inspection charge will be payable

Date of commencement

(if known) Please note at least two working days notice is required

Charges (see separate guidance note for details of charges)

Please state category: _____ floor area _____ m²

Plan fee: £ _____ Inspection fee: £ _____ Building Notice fee: £ _____

Please state name of person/company responsible for payment of inspection fee _____

Please make cheques payable to Cannock Chase Council

Conditions

I agree to the plans being passed subject to conditions where appropriate
(Full Plans only) (delete if you wish)

Extension of time

I agree to an extension of time by which a decision shall be issued from 5 weeks to 2 months
(Full Plans only) (delete if you wish)

Statement

This notice is given in relation to the building work as described, is submitted in accordance with Regulation 12 (2) (b) for Full Plans or 12 (2) (a) for a Building Notice and is accompanied by the appropriate fee.

Name: _____ Signature: _____ Date: _____

Guidance Notes

Making An Application

A **Full Plans Application** should be accompanied by two sets of working drawings and supporting information together with a block plan, a site location plan and the relevant plan fee based upon the current fee charges for Cannock Chase and Stafford Borough Councils. Upon receipt of the application, the plans and supporting information will be appraised for compliance with the Building Regulations and a formal decision notice will be issued to you within the agreed statutory time period of either five weeks or two months.

A **Building Notice Application** should be accompanied by a site location plan and relevant fee based upon the current fee charges for Cannock Chase and Stafford Borough Council. You may submit additional information if you wish. The Council also reserves the right to request further information. Unlike the Full Plans approach, a Building Notice does not undergo the formal decision making process. As a result you will not have the benefit of a formal approval. Where your application is related to a building that falls within the scope of the Regulatory Reform (Fire Safety Order) 2005 then you must submit a Full Plans Application and NOT a Building Notice. It is recommended that you only use the Building Notice route if you and your builder have a good understanding of how to achieve compliance with the building Regulations. Note: A building notice cannot be used where the proposed work is within 3m of a public sewer.

Charges

See our Building Control Guide to Fees for details of our charges and how to calculate them or contact our **Business Support team on 01785 619340 or 01543 464507**

Public Sewers

If a building or extension is within 3m of a public sewer, we may need additional information so that we can consult with the relevant sewage undertaker, you will be told of this as soon as possible.

Conditions

Conditions may suggest changes to the plans or ask for extra information.

Town and Country Planning

Building work and changing the use of a building may also need permission under the Town and Country Planning Act, to check this or for further guidance contact

Development Control - Cannock Chase District tel: 01543 462621
Stafford Borough Council tel: 01785 619000

Data Protection

Cannock Chase Council and Stafford Borough Council are working in partnership and will hold and use your data in accordance with the Data Protection Act 1998. We may share this data with other departments within these Councils and with partners of these Councils where necessary. Your personal information will not be passed on for commercial use.

Note: The above are simplified general guidance notes if you would like any further information or more detailed information please contact our **Business Support team on 01785 619340 or 01543 464507** or visit our website **www.cannockchasedc.gov.uk/buildingcontrol**