



**HILLINGDON**  
LONDON

**FULL PLANS SUBMISSION**

The Building Act 1984  
The Building Regulations 2010

Building Regulations Plan Number :

Building Control Services  
Civic Centre, 3N/01, Uxbridge, Middlesex, UB8 1UW  
Tel: 01895 558 170 Email: buildingcontrol@hillington.gov.uk

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

**1** **Applicants Details** (see note 1)

Name: \_\_\_\_\_  
Address: \_\_\_\_\_  
Postcode: \_\_\_\_\_ Tel: \_\_\_\_\_  
Email: \_\_\_\_\_

**2** **Agent's Details** (if applicable)

Name: \_\_\_\_\_  
Address: \_\_\_\_\_  
Postcode: \_\_\_\_\_ Tel: \_\_\_\_\_  
Email: \_\_\_\_\_

**3** **Location of building to which work relates**

Address: \_\_\_\_\_  
Postcode: \_\_\_\_\_

**4** **Proposed Work**

Description: \_\_\_\_\_  
\_\_\_\_\_

**5** **Use of Building**

1. Proposed use: \_\_\_\_\_  
2. Present use: \_\_\_\_\_  
3. Is the building put or to be put to a designated use under the Fire Precautions Act 1971 or the Fire Precautions (Workplace) Regulations 1997?  
YES/NO

**6** **Conditions** (See note 5)

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

**7** **Charges** (see note 8 and separate Guidance Note on Charges for information)  
(The correct amount must accompany this form)

1. If Table 1 work please state number of dwellings: \_\_\_\_\_ and No. of dwelling types \_\_\_\_\_  
2. If Table 2 works please state floor area: \_\_\_\_\_ m2 and charges category \_\_\_\_\_  
3. If Table 3 works, commercial charges apply

Full Plans Charge £ \_\_\_\_\_ plus VAT: £ \_\_\_\_\_ Total: £ \_\_\_\_\_  
Inspection Charge £ \_\_\_\_\_ plus VAT: £ \_\_\_\_\_ Total: £ \_\_\_\_\_

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**Trees**

**Are there any existing trees and/or proposals for the planting and/or removal of trees from the site or any adjoining land or highway within 30 metres of the proposed building works.** YES/NO

(If YES – Show species, size and siting on plan)

NOTE: Trees can affect foundation depths. If this question is incorrectly answered delays and or additional costs may be incurred)

9

**Where applicable have you dealt with matters under the Party Wall etc Act 1996**

YES/NO

10

**I agree to an extension of time from 5 weeks to 2 months. (Please note that this will not mean a delay in dealing with your submission but will avoid the plans being rejected after 5 weeks if requested information / details have not been provided.)**

**If you agree, please tick the box to the right**

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**Does the work involve any controlled domestic electrical work?**

YES/NO

**If Yes, will a competent person, who is registered with a Part P self-certification scheme carry out the electrical installation?**

**If No, or this is not known, an additional charge, as noted under Table 2 will be added to the inspection charge.**

YES/NO

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**Statement**

This notice is given in relation to the building work as described, and is submitted in accordance with Regulation 12(2)(a)

**Name:** \_\_\_\_\_ **Signature:** \_\_\_\_\_

**Date:** \_\_\_\_\_

## Notes

1. The applicant is the person on whose behalf the work is being carried out, e.g. the building's owner.
2. Two copies of this notice should be completed and submitted with plans and particulars in duplicate in accordance with the provisions of Building Regulation 14.

NB This form is for proposed work only. A separate form exists for work already started or previously completed.

3. **Subject to certain exceptions a Full Plans Submission attracts a charge payable by the person by whom or on whose behalf the work is carried out. The correct plan charge must accompany this form but for the inspection charge there will be an invoice after the first inspection. See the separate Guidance Note on Charges.**

### **Cheques should be made payable to The London Borough of Hillingdon**

Schedule 1 prescribes the plan and inspection charges payable for small domestic buildings. Schedule 2 prescribes the charges payable for small alterations and extensions to a dwelling house. Schedule 3 prescribes the charges payable for all other cases.

The appropriate charge is dependant upon the type of work proposed. The scale of charges and methods of calculation are set out in the Guidance Notes on Charges which is available on 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 the appropriate authority.
5. Section 16 of the Building Act 1984 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.
6. These notes are for general guidance only, particulars regarding the deposit of plans are contained in Regulation 14 of the Building Regulations 2000 and in respect of charges, in the Building (Local Authority Charges) Regulations 1998 – as amended.
7. **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 and Country Planning Acts.**
8. Further information and advice concerning the Building Regulations and planning matters may be obtained from your local authority.