

Making a full plans application (for planned work to a domestic property)

Guidance notes: 3

Homeowners and developers must apply to us for Building Regulations approval to carry out building work and alterations including the following.

- Building a new property for people to live in.
- Extending an existing building, for example, building a kitchen extension or an attached garage.
- Converting a roofspace, for example to make a new bedroom in the roofspace.
- Changing the use of a building, for example, turning a garage into a 'granny' flat.
- Installing services and fittings, for example installing or converting a central-heating system, heating appliances and flues, and providing sanitary accommodation and associated drainage. Sanitary accommodation can be a room or space which contains a toilet and may also contain a bath, shower, wash basin, bidet or any other fitting used for washing.
- Making a structural alteration such as removing an internal wall or chimney breast or installing cavity-wall insulation.

You can make the application yourself, or you can employ someone to do it for you (your agent). We need full name and contact details for both you and your agent. If your application includes your agent's details, we will send all letters about your application on to them.

There are two types of application that you can make for planned work to a domestic property:

- full plans; and
- building notice (see guidance note number 15 on making a building notice application).

You may decide it is better to have plans for your planned building work fully drawn up so we can assess and approve them. If so, the full plans application would be best for you.

As soon as you make your application to us, and as long as you have paid the correct fee, you can start the work on-site. You do not have to wait for us to approve your plans before you start work. We aim to assess your plans within 21

days so you can confirm that what you plan to do will meet the Building Regulations quickly.

For a full plans application to be valid we need the following.

- A filled-in application form signed by either you or your agent.
- The correct fee.
- A site location plan.
- Two copies of any drawings and specifications.
- If the estimated cost of the work is over £10,000, we will need a written breakdown of the costs or a written estimate from a quantity surveyor.

You must give the following information on the application form.

- Your, and your agent's (if you have one), full name and postal address.
- The full postal address of the property where the planned development or work is to be carried out.
- A brief description of the planned work and details of what any new building or room will be used for.

If we are not satisfied with your plans, we will issue you with an approval notice within 21 days. If we are not satisfied with them, we will reject them and write to you or your agent giving our reasons for our decision. If you then send us amended drawings, and we are satisfied with them, we will issue an approval notice.

If you need any help, please phone us on 028 9027 0650, or phone our helpline on 9027 0432.