

This form is to be filled in by the person who intends to carry out building work or 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	Applicant's details (see note 1) Name: _____ Address: _____ Postcode: _____ Tel: _____ Email: _____
2	Agent's details (if applicable) Name: _____ Address: _____ Postcode: _____ Tel: _____ E-Mail: _____
3	Location of building to which work relates Address: _____
4	Proposed work Description: _____ Is the proposed work or any part of it subject to a current LANTAC approval (see note 12) YES/NO
5	Use of building 1 If new building or extension, please state proposed use: _____ 2 If existing building, state present use: _____ 3 Is the building to be put, or intended to be put, to a use which is designated for the purpose of the Fire Precautions Act 1971? (see note 5) YES/NO
6	Conditions (see note 6) Do you consent to the plans being passed subject to conditions where appropriate? YES/NO
7	Fees (see note 3 for information) 1 If Table 1 work, please state the total number of dwellings: _____ 2 If Table 2 work, please state floor area: _____ m ² 3 If Table 3 work, please state the estimated cost of work excluding VAT: £ _____ Plan fee : £ _____ plus VAT: £ _____ Total: £ _____ (Please make cheques payable to Dartford Borough Council)
8	Additional information 1 Any encroachment of works on adjoining property? YES/NO 2 I agree to give the Council a period of two months within which to determine the plans (see note 10) Name: _____ Signature: _____ Date: _____ 3 If the work is for the benefit of a disabled person, please give documentary evidence: (see note 11)
9	Statement This notice is given in relation to the building work as described, and is submitted in accordance with Regulation 12(2)(b) and is accompanied by the appropriate fee. I understand that further fees will be payable following the first inspection by the Local Authority. Name: _____ Signature: _____ Date: _____

Full Plans Notes

1 The applicant is the person on whose behalf the work is being carried out eg the building's owner.

2 Two copies of this notice should be completed and submitted with plans, site location plan and particulars in duplicate in accordance with the provision of Building Regulation 14.

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

3 Fees: Subject to certain exceptions a Full Plans submission attracts fees 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 deposit of plans and the second fee is payable after the first site inspection of work in progress. This second fee is a single payment in respect of each individual building, to cover all site visits and consultation which may be necessary until the work is satisfactorily completed.

Table 1 prescribes the plan and inspection fees payable for small domestic buildings. Table 2 prescribed fees payable for small alterations and extensions to a dwelling home, and the addition of a small garage or carport. Table 3 prescribes the fees payable for all other cases

The appropriate fee is dependant upon the type of work proposed. Fee scales and methods of calculation are set out in guidance notes on fees which are available on request.

4 Public sewer 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 (Thames Water/Southern Water).

5 Certifiable premises:- Premises currently designated for the purpose of The Regulatory Reform (Fire Safety) Order 2005

6 Conditional approval: 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.

7 These notes are for guidance only, particulars regarding the deposit of plans are contained in Regulation 14 of the Building Regulations 2000 and, the Council's adopted fee scheme.

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 and Country Planning Acts.

9 Further information and advice concerning the Building Regulations and planning matters may be obtained from Dartford Borough Council.

10 Extension of time: The Council are required to give a decision on this application within 5 weeks from the deposit of the plans. However, more time may be needed, particularly if the Council's officers need to discuss the plans with you or to seek further information. You are, therefore, requested to agree to give the Council two months to give their decision. Your agreement to this should help to avoid your application being refused for small defects which are capable of being remedied. If your application presents no difficulties, it will, of course, be dealt with more speedily.

11 Disabled fee exemption: "Disabled person" is a person who is within one of the descriptions to which Section 29 of the National Assistance Act 1948 applies, and documentary evidence to this effect will be required. Not applicable to the erection of new buildings.

12 National Type Approval: LABC Services provides National Type Approval for a range of building types, building systems and major building elements where they are used repeatedly. If the work proposed, or any part of it, is subject to a LANTAC approval please answer YES and enclose a copy of the appropriate current certificate(s). If there is any variation to this proposal from that shown on the LANTAC type approved plans attention should be drawn to it in a covering letter. Further information on LANTAC schemes is available from your local Building Control Services office or LANTAC, Local Government House, Smith Square, London SW1 3HZ or LABC Services, 137 Lupus Street, London SW1V 3HE.
