Notes

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

2. 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 payable after the first site inspection of work in progress. The second charge is a single payment in respect of each individual building, to cover all site visits and consultations which may be necessary until the work is satisfactorily completed.

   The appropriate charges are dependent upon the type of work proposed. Charges scales and methods of calculation are set out in the Guidance Notes on Charges which is available on request.

3. Where the Regulatory Reform (Fire Safety) Order 2005 applies a further two copies of the plans should be submitted.

4. 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.

   Section 16 of the Building Act 1984 permits the “prescribed period” of 5 weeks allowed for deciding an application made under the building regulations to be extended to 2 months by agreement in writing between the applicant and the Council.

5. LABC Services provides a Partner Authority Scheme and also Registered Details 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 the name of the Partner Authority, in section 4. If the work proposed or any part of it is subject to a Registered Details 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 Registered Details type approved plans attention should be drawn to it in a covering letter. Further information on Registered Details is available from your local Building Control Department.

6. 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. Further information and advice concerning the Building regulations and planning matters may be obtained from your Local Authority.
Central Bedfordshire Council

This Application Form together with 2 copies of the Plans and the appropriate fee should be submitted to:

BUILDING CONTROL
PRIORY HOUSE, MONKS WALK,
CHICKSANDS, SHEFFORD SG17 5TQ
Email: building.control@centralbedfordshire.gov.uk   Tel:  0300 300 8635

N.B. Cheques should be made payable to ‘Central Bedfordshire Council’
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 type or use block capitals.

1 Applicant’s Details (see note 1)
   Name:         Tel:                  
   Address:      Fax:                  
   Postcode      Email:                

2 Agent’s Details (if applicable)
   Name:         Tel:                  
   Address:      Fax:                  
   Postcode      Email:                

3 Location of building to which work relates
   Address: 
   Postcode 

4 Proposed Work
   Description: 
   Is the proposed work, or any part of it subject to Partnering or a current Registered Details Application.   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 to, or intended to be put to a use which is subject to R.R.O? (see note 3)   Yes ☐ No ☐

6 Conditions (see note 4)
   Do you consent to the plans being passed subject to conditions where appropriate?   Yes ☐ No ☐

7 Charges (see note 2 and separate Guidance Notes on charges for information)
   1. Category: 
   2. Estimated cost of work:
      Plan Charge: £                  Plus VAT: £                  Total: £ 

8 Extension of Time (see note 5)
   Do you consent to the extension of the prescribed period?   Yes ☐ No ☐

9 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 fee. I understand that further fees will be payable following the first
   inspection by the local authority.
   Name:            Signature:       Date: