

Full Plans Guidance Notes Sheet

1. The applicant is the person on whose behalf the work is being carried out, e.g., the building's owner.
2. One copy of this form should be completed and submitted with plans and particulars in accordance with the provisions of Building Regulation 14.
3. The Regulatory Reform (Fire Safety) Order 2005 applies to all premises that are 'workplaces'. It also applies to the common (shared) areas of residential buildings such as flats, hostels, and care homes.

'Workplace' includes any premises or parts of premises, not being domestic premises, used for the purpose of an employer's understanding and which are made available to an employee as a place of work.

4. Subject to certain exceptions, a Full Plans application attracts a charge payable by the person by whom or on whose behalf the work is to be carried out. Please be aware that work will not progress on your application unless applicable fees have been paid.

For more information on charges relating to your project please see our website [here](#) or telephone our administration team on 01304 872495.

Where the work is outside the standard categories listed, we can promptly prepare a quotation for an 'individually determined charge' on request. For this we will need to see design drawings for the scheme and a good level of detail on these can result in a reduced quotation as we are able to assess our potential costs more accurately. Legislation relating to fees is contained in the Building (Local Authority Charges) Regulations 2010.

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. In the event that we are unable to approve the application within the statutory 5 week period as we are still waiting for the applicant to deal with unresolved issues, we would require your consent to extend this period to 2 months from date of deposit in accordance with 14A(6) of the regulations. If you do not receive an outcome within this period, the application is not treated as a grant or a rejection of the application.

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7. All communications will be made electronically, where possible, unless we have been advised differently, under The Building (Electronic Communications) Order 2008.
8. If you are planning to use an installer to self-certify their work as compliant under the building regulations they need to be registered as a 'Competent Person' under the government outlined Competent Person Scheme. If not registered there will be an additional charge payable.
9. Planning permission may also be required for the proposed building work or change of use for further information please contact your Local Authority Planning Department.
10. Upon completion of your building work and following a satisfactory final inspection we will provide you with a Certificate of Completion. This certificate is an important document, which can be passed on to future owners of the property as proof, but not conclusive proof, that the work meets the requirements of the Building Regulations.
11. You may submit this form and any plans by email to building.control@dover.gov.uk (please note we can only accept a maximum limit of 10MB per email with attachments you may have to split the email or use our Online Submission Portal on our website [here](#). We can accept payment over the telephone (01304 872495) via debit/credit card (please note we do not accept American Express).
12. You can obtain further information and advice concerning Building Regulations from our website at [here](#) and the LABC website [LABC Frontdoor](#).