

Building Control  
Sandbach Enterprise Centre  
Wesley Avenue  
Sandbach  
Cheshire  
CW11 1DG  
Tel: (01270) 752155 or 752156



## Full Plans and Building Notice Submissions

The Building Act 1984 – The Building Regulations 2000 (As Amended)

### 1. Applicant

Title ..... Forename ..... Surname .....  
Address .....  
.....  
..... Postcode .....  
Tel ..... Fax ..... E-mail.....

### 2. Agent

Title ..... Forename ..... Surname .....  
Company Name .....  
Address .....  
..... Postcode .....  
Tel ..... Fax ..... E-mail.....

### 3. Location of Proposed Work

.....  
.....

### 4. Description of Proposed Works

.....  
.....

### 5. Use of Building

Existing .....  
Proposed .....

### 6. Is the Building to be used as a work place?

Yes/No

If the answer is 'yes', then you will need to submit a 'Full Plans' application and NOT a Building Notice

### 7. Full Plans Applications only

Do you consent to plans being passed subject to conditions? Yes/No  
Do you consent to minor amendments being made on your behalf? Yes/No  
Do you agree to extend the prescribed period for a decision to two months? Yes/No  
Is this a resubmission? If yes, please state original reference number ..... Yes/No

## 8. Description of Works and Applicable Charges

Fee (inc VAT)

New Dwellings: Single or Multiple Dwellings sites	No. of Dwellings	No. of Types of Dwellings	Estimated Cost	Application Fee
	Refer to Schedule 1 of the Scheme of Charges. For multiple plot applications a discount may be applicable. Please contact the BC office for further advice.			

Extensions to Dwellings up to 60m <sup>2</sup>	Refer to Categories 1 to 5, Schedule 2 of the Charge Scheme	Floor Space m <sup>2</sup>	Application Fee
Detached or attached Garage associated with a dwelling less than 40m <sup>2</sup>			
Detached or attached Garage associated with a dwelling between 40m <sup>2</sup> and 60m <sup>2</sup>			
Any other or combination of extensions less than 10m <sup>2</sup>			
Any other extension or combination of, extensions between 10m <sup>2</sup> and 40m <sup>2</sup>			
Any other extension or combination of, extensions between 40m <sup>2</sup> and 60m <sup>2</sup>			

	Estimated Cost	Application Fee
<b>The provision or creation of a room within an existing roof space</b>		

<b>The provision of replacement windows to an existing dwelling</b>		
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<b>The provision of a domestic electrical installation</b> (Where the installation is NOT to be carried out by a person registered under the Part P registration scheme)		
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<b>Other Building Works (Not described above)</b> Fees will be calculated by reference to the estimated cost of the proposed works. Discounts may be applicable for multiple works. Please contact the BC office to discuss further if you consider this may apply	Refer to Schedule 3 of the Charge Scheme		
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## 9. Notes

The Full Plans should contain relevant detail as listed for a building notice together with all other such plans as are necessary to show that any work to be carried out complies with the Building Regulations and the Building Act 1984. If you submit Full Plans the service will examine them and advise you of any necessary changes that are required to meet the Building Regulations. When considered satisfactory, a formal decision will be issued. A Full Plans application will be required for all buildings used as a workplace, and for all proposals that affect a sewer or drain shown on the relative map of public sewers.

Where the proposed work includes the erection or extension this notice shall be accompanied by the following;  
A block plan to a scale of not less than 1:1250 showing;

- °.....The size and position of the building, or the building as extended, and its relationship to adjoining boundaries, together with any other building within that cartilage.
- °.....The provision to be made for drainage of the building or extension.
- °.....Where it is proposed to erect the building or extension over a sewer or drain shown on the relative map of public sewers,

Please sign one of the following statements only which relates to the application you wish to submit

### 10. Statement of Full Plans

This notice is submitted in accordance with regulation 12(2)b in relation to the work described above.

Signed

Date

### 11. Statement Building Notice

This notice is submitted in accordance with regulation 12(2)a in relation to the work described above.

Signed

Date

**On completion this form may be deposited at any of the offices of the Local Authority or posted to;**

Building Control  
Sandbach Enterprise Centre  
Wesley Avenue  
Sandbach  
Cheshire  
CW11 1DG

**Please note:**

For individual applications cheques should be made payable to:

**Cheshire East Council**

For multiple applications a single cheque will be acceptable