

FULL PLANS APPLICATION

- **This form can be used for any type of work. Detailed plans are required of the proposal**, with full constructional details, which are submitted with the Full Plans application form. (two copies of all plans are normally sufficient, with a further copy for some non-domestic applications).
- **A block plan (scale 1:1250) is also required.** A copy from the Ordnance Survey map for your area may be obtained from Maplines, 4 Little London, Newport, Isle of Wight – Tel / Fax: (01983) 822000.
- **A fee for plan checking must also be submitted with your application.** A 'Fee Schedule' setting out the required fee, which is dependant upon the type of work, is available separately (please request a copy).
- **An extension of time** from 5 weeks to 2 months may be requested (to allow for further amendments etc. whilst plans are being checked).
- **You may request a 'conditional approval'** (where further information is likely to be required e.g. details of manufactured roof trusses).
- **You may request on the application form that the Council issue a "Final Certificate"** when works are satisfactorily completed. It is advisable to keep this with the approval notice to pass on to future purchasers of the property.
- **Your application may be approved, conditionally approved or rejected.**

- **After the first inspection you will be sent an invoice for the inspection fee**, which covers **all** the inspections undertaken by the Building Control Surveyor. A list setting out the required fee, which depends upon the type of work, is available from the Council.

You are advised to employ a professional such as an architect, surveyor, or draughtsman to act as your agent in preparing plans and submitting the application.

Upon receipt of your application, an acknowledgement letter will be issued to you and your deposited plans will be checked for compliance with the Building Regulations.

Requests for further requirements or amendments will be forwarded to you (or your agent if you employ one) and an Approval Notice issued as soon as the plans are considered satisfactory.

It is essential that you supply your builder with a copy of the approved plans.

However, a rejection notice will have to be issued if all the details required have not been submitted within the set time-limit (this is normally 2 months, unless you specify 5 weeks on the application form). Should you need to re-submit an application following its rejection, no further plan checking fee is required.

You may commence work after giving the Council two working days notice. This can be done by writing, fax, e-mail or telephone. Work will be at your own risk if you commence before receiving your Approval Notice, so you are strongly advised to wait for the Approval to be issued.

BUILDING NOTICE APPLICATION

- **Recommended for minor works in residential properties only**, this form cannot be used where the building is for 'designated use' as defined by the Fire Precautions Act 1971 (e.g. Shops and offices).
- **Only a brief description of work need be submitted** (including sketch plans). As there is no requirement to provide detailed plans to work to, the builder must liaise closely with the Building Control Surveyor.
- **A block plan (scale 1:1250) is also required.** A copy from the Ordnance Survey map for your area may be obtained from Maplines, 4 Little London, Newport, Isle of Wight – Tel / Fax: (01983) 822000.
- **The full fee is required at the application stage.**
- **There is no approval or rejection of a Building Notice**, but a letter of acknowledgement will be issued when the Building Notice is received.

The Building Control surveyor will need to agree the various items of work with your builder as the work proceeds and may request further information to ensure compliance with the Regulations.

You may commence work after giving the Council two working days notice. This can be done by writing, fax, e-mail or telephone.

You are strongly advised not to use this type of application unless your builder is competent and experienced.

INSPECTIONS

When you have received approval or your building notice has been accepted, we will send you an inspection schedule advising you when you should contact the Building Control Surveyor, in order that an inspection of the works can be made.

This is an example of a typical inspection schedule for a single-storey extension:

<u>Inspection Stage</u>	<u>Notification</u>
Commencement of works	minimum 48hrs. notice
Excavation for foundations	minimum 24hrs. notice
Foundations concreted	minimum 24hrs. notice
DPC bedded	minimum 24hrs. notice
Hardcore fill prior to concreting oversite/ground floor slab	minimum 24hrs. notice
Drains laid	minimum 24hrs. notice
Roof structure prior to covering	minimum 24hrs. notice
Drains backfilled and ready for testing	minimum 5 days notice
Occupation	minimum 5 days notice
Completion	maximum 5 days after

You must ensure that you notify us at the correct stages, as failure to do so could result in you receiving a fine and having to open up or take down some or all of the work in order that compliance with the Building Regulations can be ascertained. In addition, it may not be possible to issue a certificate when the works have been completed.

Note:

Persons proposing to carry out building work are reminded that Planning Permission or Listed Building Consent may also be required, and you are advised to contact Development Control for guidance (01983 823552).



Further advice can be obtained from:

Planning Services
Building Control Section
Seaclose Offices
Fairlee Road
NEWPORT
Isle of Wight
PO30 2QS

☎: 01983 823580

E-mail: building.control@iow.gov.uk

Website: www.iwight.com/buildingcontrol

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BUILDING CONTROL

ADVISORY NOTE BC16

MAKING A BUILDING CONTROL APPLICATION



PLANNING SERVICES