



Department of the Built Environment
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Full Plans application under the Building Regulations 2010

May be filled in by the architect, surveyor, project manager, builder or occupier.

I intend to carry out some building work. I am sending you this application and plans in line with regulation 12(2)(b) of the Building Regulations 2010.

Address of building
or site:

Your full name and address:

Phone number:

Can we reply by e-mail?

Email address:

Are you: the architect?

the surveyor?

the project manager?

the builder?

Other?

Please specify

Full name and address
of the person or company
the work will be carried
out for:

Phone number:

Email address:

Is this the building's:

owner?

occupier?

Other?

Please specify

Description of proposed work (including details of which floor the work is on):

Does your application include work to dwellings where electrical alterations covered by Part P are involved?

Yes

No

If yes, are the electrical works covered by the Competent Persons Scheme?

Yes

No

Does section 20 of the London Building Acts (Amendment) Act 1939 apply to the building? (See note 1.)

Yes

No

Not sure? Phone us on 020 7332 1000.

Category of Work (See note 2.): Cat A
To Cat B

Refurbishments & Extensions

Simple Office Alterations

Material Change of Use

Retail

Small Residential Alterations

Other

Please specify

If 'other', phone Geoff Martin on 020 7332 1962 or Bill Welch on 020 7332 1939 for guidance with the charge.

What is the estimated cost of the work? (See note 3.)

How much plan charge is enclosed? (See note 4.)

How much section 20 charge is enclosed? (See note 5.)

Total Charge enclosed

Do you agree to conditional approval being given? (See note 6.)

Yes

No

Do you agree to us extending the time limit for making a decision? (See note 7.)

Yes

No

Name, address and telephone number (landline) of the person we should send the inspection charge to (and contact name if a Company) (see note 4):

Please list the plans you have enclosed (See note 8.) or attach a schedule.

When do you expect to start the work?

Don't know

You must notify us of commencement at least 48 hours before the work starts.

Your signature:

Date:

Notes to help you fill in your Full Plans application

This form should be filled in by the person responsible for the work: architect, surveyor, project manager, builder or occupier/landlord.

Please make sure you have:

- enclosed the plan charge, with VAT added (see note 4);
- enclosed the section 20 charge, if appropriate, without VAT (see note 5);
- signed the Full Plans application; and
- enclosed sufficient plans (see note 8).

1 - About section 20

Section 20 is a part of the London Building Acts (Amendment) Act 1939. It applies to any building more than 30 metres high. It also applies to buildings higher than 25 metres if they cover an area of more than 930 square metres, and some commercial buildings (for example, warehouses) that have a volume of more than 7100 cubic metres. For these buildings extra fire-safety measures are usually needed.

You need separate approval. For this there is an extra charge (see note 5).

If you are not sure whether section 20 applies, phone us on 020 7332 1000.

2 – Categories of work

From Cat A to Cat B – Office alterations including first time fit-outs of shell and core buildings.

Retail – Shops selling goods.

Material change of use – Where the proposal is to create within an existing building a first time or additional dwelling, flat, hotel or boarding house, institution, public building, shop or room for residential purposes. (The full definition of this category is given in clause 6 of the Building Regulations 2010.)

Refurbishments & Extensions – This covers work involving significant alteration or addition to the structure or external enclosure of the building.

Simple office alterations – Straightforward amendment of floor layouts of existing offices.

Small residential alterations – Straightforward amendment of residential layouts.

3 - Estimated cost

Our charges are based on the estimated cost of the work. This should include the cost of all the building work involved. It should not include VAT or any professional fees paid to an architect or surveyor for the work. We may ask you for a written breakdown of the cost of the work to confirm the charge.

4 - Paying the plan charge and inspection charge

The person or company the work is being carried out for, usually the building's owner or occupier, pays these charges. Please see the table on page 5 for the plan charge. You must send us the plan charge with this application. Please make your cheque payable to 'City of London'. VAT is due on this charge at the current rate.

Where the Building Regulations Charge is in excess of £600, an inspection charge (see table on page 5) becomes due after we have inspected the work. We will send an invoice for this. We can invoice inspection charges for larger jobs in stages. If you need more information on this, phone us on 020 7332 1000.

5 - Paying the section 20 charge

This charge should also be paid by the person or company the work is being carried out for. This is usually the owner or occupier. Please see the table on page 6 for the amount due. You should send the section 20 charge with the section 20 application. There is no VAT on the section 20 charge. If you are not sure about the charge due, phone us on 020 7332 1000.

6 - Conditional approval

If your plans need minor amendments we can, if you agree, give you a conditional approval. This will list the amendments you need to make or the extra information we need to meet the regulations. If you do not agree, we may have to reject your application. With a major project, it may not be possible for you to provide all the details we need (for example, structural calculations) with your application. In the conditional approval we will ask you to send us these details before you start the relevant work.

7 - How long it will take to deal with my plans

We have to deal with your application within five weeks, unless you agree to extend the time limit to two months. If your application is complicated, this extension of time could prevent us from rejecting your application as it gives us more time to discuss and, if necessary, agree possible amendments to your drawings. We will give you our decision as quickly as possible within these time limits, usually in less than four weeks.

8 - The plans

Please send us one hard copy set of plans and one electronic set on CD/DVD containing PDF, TIF or AutoCAD (PDF preferred) versions of the plans if available, giving details of escape routes and fire-safety measures and other relevant works/information. We will send back one full set of the plans, or an electronic version if you agree, with our decision. If you are also applying for section 20 approval, you do not have to send us any extra plans.

Your plans should show as much detail as possible. For alterations to office partitions, please show all new work and how the new rooms will be used. If you need any help, please phone us on 020 7332 1000 and ask for the surveyor dealing with your building.

9 - What to do when the work is finished

You must send us a completion notice (form BC40) within five days of the work finishing or before the building is used. This may be submitted by e-mail to district.surveyor@cityoflondon.gov.uk. We will then arrange for a final inspection and give you a completion certificate when we are satisfied that the work has been finished and is up to the necessary standard.

10 - Customer surveys

From time to time, the City of London District Surveyor's Office carries out customer surveys. Any personal information you give us will be processed in line with the Data Protection Act 1998. It will only be used to improve the service we provide and will not be shared with any third party. If you have any queries, please email our Data Protection Officer: DES-DataProtection@cityoflondon.gov.uk.

Table of plan and inspection charges (from 1 October 2010)

If you would like to discuss the charges for a particular project, or need any help with the application or this table, please phone us on 020 7332 1000.

Estimated cost of work	Full Plans Charge (excluding VAT)					
VAT <u>MUST</u> be added at the current rate and included in your payment.						
Work Categories (For works not described on the table a specific individually assessed charge will be provided.)						
Not Exceeding	From CAT A to CAT B	Retail	Material Change of Use *	Refurbishments & Extensions	Simple office alterations	Small Residential Alterations *
£10,000	Plan £560 Inspection Included in Plan Charge	Plan £560 Inspection Included in Plan Charge	Plan £215 Insp £645*	Plan £600 Inspection Included in Plan Charge	Plan £360 Inspection Included in Plan Charge	Plan £560* Inspection Included in Plan Charge
£20,000	Plan £560 Inspection Included in Plan Charge	Plan £560 Inspection Included in Plan Charge	Plan £215 Insp £645*	Plan £600 Inspection Included in Plan Charge	Plan £560 Inspection Included in Plan Charge	Plan £190 Insp £570*
£40,000	Plan £180 Insp £540	Plan £180 Insp £540	Plan £250 Insp £750*	Plan £200 Insp £600	Plan £180 Insp £540	Plan £250 Insp £750*
£70,000	Plan £270 Insp £810	Plan £270 Insp £810	Plan £325 Insp £975*	Plan £275 Insp £825	Plan £270 Insp £810	Plan £325 Insp £975*
£100,000	Plan £270 Insp £810	Plan £270 Insp £810	Plan £325 Insp £975*	Plan £325 Insp £975	Plan £270 Insp £810	Plan £375 Insp £1125*
<p>* If Part P electrics are not applicable or if they are dealt with under the Competent Persons Scheme - £200 will be deducted from the inspection charge.</p> <p>If the estimated cost of the work is more than £100,000 please phone Geoff Martin on 020 7332 1962 or Bill Welch on 020 7332 1939 to find out what the charge will be.</p>						

Table of section 20 charges (from 3 June 2006)

The charge due depends on the estimated cost of the work and whether it is 'major work' (such as a new building, an extension or extensive alterations) or 'minor work' (alterations in existing buildings, for example, alterations to office partitions).

The charge shown is a reduced charge you would pay if you apply for section 20 approval when you send in this Full Plans application.

Section 20 charges								
	Major work						Minor work	
Estimated cost	Up to £1million	Between £1million and £5million	Between £5million and £10million	Between £10million and £20million	Between £20million and £40million	Over £40million	Up to £1million	Between £1million and £5million
Reduced section 20 charge (no VAT due)	£300	£600	£900	£1200	£1800	£2400	£150	£300