



Office use only:

1 Applicants details – the person for whom the work is being carried out, i.e. the building owner

Name:
Address (inc post code):
Phone / fax / e-mail:

2 Agents details – if applicable

Name: Your ref:
Company name:
Address (inc post code):
Phone / fax / e-mail:
Will you be carrying out site inspections ? YES / NO Is this a Partnership application? YES / NO

3 Location of building

Address (inc post code):

4 Work to be carried out and use of building

Description:
Existing & proposed use:

5 Charges (see our scale of charges and the inspection charge declaration below)

1. If these are **new homes** please state the number and the number of types of homes
2. If **domestic extensions are less than 60m²** please state the total internal floor area. m²
3. Please state the total estimated cost of **any other work** (not including VAT): £
Plan charge (including VAT): £ Inspection charge (including VAT): £
If a resubmission of a similar scheme, previous application number:

6 Services

How is drinking water supplied ? Mains / borehole / spring / other
What sort of foul drainage is proposed ? Sewer / septic tank / cesspool / other
What sort of storm drainage is proposed ? Sewer / soakaway / watercourse / other

7 Additional information

I agree to an extension of time during which this application may be decided (from 5 weeks to 2 months) and to a conditional approval where appropriate.
Planning application reference number (if this applies)

8 Electrical Installations

Will any electrical installation be carried out by:-
1. An electrician registered with a competent persons self certification scheme Y/N
2. An electrician qualified to sign a BS7671 design, installation and testing certificate Y/N

9 Statement

This notice applies to the building work described above and meets the requirement of regulation 12(2A)(b). I enclose the correct charge and confirm that the person named in section 1 above is aware that they may have to pay an inspection charge after the first site inspection. I also understand that a completion certificate will be issued on satisfactory completion.

Name: Signature: Date:

This Building Regulation 'Full Plans' application form can be sent to the addresses shown below :-

Council of the Isles of Scilly ,
Planning & Development Department,
Old Wesleyan Chapel,
Garrison Lane
St Mary's,
Isles of Scilly
TR21 0JD

Tel: 01720 424350
Email: planning@scilly.gov.uk

Data Protection

We will keep any information you give us, in our records, including on computer. We will only use it for the purposes for which you gave it to us and to provide other council services. We will not sell or give the information to a third organisation, unless it is for anonymous survey, or in connection with government anti-fraud investigations.

General notes

1. The applicant is the person on whose behalf the work is being carried out, i.e., the building owner.
2. Generally, 2 copies of the plans and details should be submitted, although where consultation with the fire authority is required, 4 copies of all drawings and details will be required. This requirement includes flats with common area.
3. The fee is dependant on the type of work proposed, please see our separate fee guidance. You may be able to be considered for a 'disabled persons' exemption. Any cheques should be made payable to Council of the Isles of Scilly.
4. Anyone proposing building works are reminded that a separate permission under The Town & County Planning Acts, may be required.
5. Prior to starting work on site, 48 hours notice of commencement must be provided to the council.
6. Further information and advice in respect of Building Regulations can be obtained from your local council, as detailed at the top of this sheet.

Finally, a checklist

Have you done the following ?

- | | |
|---|--------------------------|
| 1 Filled in all parts of the form... | <input type="checkbox"/> |
| 2 Provided a site location plan, including boundaries... | <input type="checkbox"/> |
| 3 Provided detailed plans and specifications... | <input type="checkbox"/> |
| 4 Provided a cheque for the correct charge... | <input type="checkbox"/> |