

Building Regulations - Form to accompany Deposit of Plans

Please complete in BLOCK CAPITALS and in black ink.

The person here below named as the applicant is responsible for payment of the appropriate fee.

All relevant questions on this form must be answered.

For Office Use Only
Date:
Receipt Number:

APPLICANT Name

Address

Telephone number Applicant E-Mail Address

AGENT Name

Address

Telephone number Agent E-Mail Address

Proposed Work

Address

Description

Use of Building

If a new building or extension, please state proposed use.

If an existing building, please state present use.

Number of storeys in the building (basement counts as one)

Is the building to be put to designated use under the Fire Precautions Act 1975? Yes No

Is the building to be connected to a septic tank or a multi stage treatment tank discharging into an irrigation field less than 10m from a watercourse? Yes No

Extension of Time

Do you consent to an extension of the period within which a decision must be given from 6 to 8 weeks? Yes No

Planning Application—has a concurrent planning application been made?
If so please state the number



Which schedule of the current Fees Order has been used to calculate the fee?

1 2 3

Plan Fee - VAT is not payable on plan fees.

£

Total floor area of the work is:

m²

A reasonable written estimate of the cost of the work shown on the plans (as would be charged for the work by a person or company in business to carry out the building work) which is subject to control under the principal regulations is attached. Where necessary a separate sheet showing the calculus must be provided to demonstrate how the fee was arrived at.

The Department of Environment, Food & Agriculture is a data controller for the purposes of the General Data Protection Legislation and requires the information on this form to comply with its legal obligations under the Building Control Act 1991 and the Building Regulations 2014.

Your personal information will be held by the DEFA for the purposes of processing this application.

Some of the information you provide, such as your name, address and contact detail will be shared within the DEFA or other Government Departments, boards or offices as part of administering this application. It may also be shared for the purposes of statutory functions. We will only keep the detail for as long as we require them, and in accordance with the General Data Protection Legislation.

You may withdraw your details at any time if you no longer wish us to process your application. Full details of how and why DEFA P&BC processes your personal information are contained in our [P&BC Privacy Notice](#) available on our website.

The Data Protection Officer can be contacted on 686781 or by email at DPO-DEFA@gov.im

Statement This form and the accompanying plans and information are deposited in relation to the building work described, in accordance with Regulation 12 of the Building Regulations 2014 and are accompanied by the appropriate fee.

I also consent to deposit any amended or further plans if requested in writing to do so.

Signed

Date

Full Name (PRINT)

Guidance Notes - Depositing of Plans for Building Regulations Approval

1. Two copies of this form should be completed (four where the building is to be put to designated use under the Fire Precautions Act 1975) and submitted with plans and particulars in accordance with the provisions of regulation 12 of the Building Regulations 2014.
2. A single copy of the BC check list must be used.
3. Section 11 of the Building Control Act 1991 provides for the passing and rejection of plans. It also specifies the time period in which Deposited Plans are to be passed or rejected.
4. This form shall be accompanied by the following:

Site Location Plan

A current up to date plan in order to identify the property (these can be purchased from Planning and Building Control).

Block Plan

Showing the boundaries of the curtilage of the building or the building as extended, and its relationship to adjoining boundaries (including written dimensions from each side of the building to its relevant boundary), and the size, position and use of every other building or proposed building within that curtilage.

Drainage

Particulars of the provision to be made for drainage of the building or extension, and particulars, if Section 12 of the Act applies, of the precautions to be taken in building over a sewer.

Floor Plans

Scale of 1:50 minimum. All levels should be related to a Temporary Bench Mark (TBM) transferred from an Ordnance Bench Mark (OBM).

Section(s)

Scale of 1:50 minimum.

Elevations

Scale of 1:100 minimum.

Detail Plans

Scale of 1:20 minimum i.e. entrance threshold detail - access for disabled persons.