



Isle of Man
Government

Reilhtys Ellan Vannin

**Building Control Act 1991
The Building Regulations 2014 as amended by
The Building Control (Approved Documents)**

**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:

Site Address

Applicant Name

Address

Telephone number

Applicant E-Mail Address

Agent (if any)

Address

Telephone number

Agent E-Mail Address

Proposed work

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

Planning and Building Control Directorate Department of Environment, Food and Agriculture
Murray House, Mount Havelock, Douglas, Isle of Man, IM1 2SF
Tel: +44 1624 685902 Fax: +44 1624 685875 Email: buildingcontrol@gov.im



Putting the **Customer First**

Plan Fee - VAT is not payable on plan fees.

£

Where fees are based on schedule 1 or 2 to The Building (Fees) (Amendment) Regulations 2019, dimensions are required - Total floor area of the work is:

m²

Where fees are based on schedule 3 to The Building (Fees) (Amendment) Regulations 2019, cost estimates for the works proposed are required - Cost estimate

£

The Department of Environment, Food & Agriculture is a controller for the purposes of the Data Protection Act 2018 and related legislation and requires the information supplied by this application in the public interest under the Building Control Act 1991 and its subordinate Regulations and Orders.

Your personal information will be held by the DEFA for the purposes of processing this application and to ensure compliance with the provisions of the Act.

Some of the information you provide will be shared with the:

- Chief Fire Officer in compliance with obligations set by the Fire Precautions Act 1975,
- Manx Utilities (Sewerage) and Local Authorities, where consultation is required by statute

Further, detail in the form of Parish, address and completion dates will be shared across Government for the purposes of statistical and economic information.

We will only keep your details for up to three years beyond completion of the works. 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 Departments 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 (as amended) and are accompanied by the appropriate fee.

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

Signature of Applicant or

Dated

If signing on behalf of a company, please clearly state your relationship.

Should this application be unsupported by adequate and clear site maps and plans outlining all the works proposed, the Department retains the right to reject acceptance and return the application.

Guidance Notes - Depositing of Plans for Building Regulations Approval

This form should be completed and supported by plans and particulars in accordance with the provisions of Regulation 12 of the Building Regulations 2014 (as amended).

Parties under the Fire Precautions Act 1975 will be notified where the building is to be put to a relevant designated use.

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.

This form should 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.

Written Estimate

If Schedule 3 of the current Fees Order was used to calculate the fee you must provide 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. Where necessary the calculus must be provided to demonstrate how the fee was arrived at.

Engineering Detail

Where applicable engineering calculation and plans must form part of the application at time of submitting the application.