Full Plans Application Form

For new dwellings or purpose-built student accommodation

WORKING TOGETHER

The Building Act 1984
The Building Safety Act 2022
The Building Regulations 2010

The client is the person for whom the project is carried out. The client or an authorised person may apply; sign section 12.

Use this council Full Plans form for new dwellings or purpose-built student accommodation (PBSA) bedspaces, including conversions. For other work, use the standard form. BSL requirements apply from 1 October 2026.

Attach labelled continuation sheets where needed.

Email this form, plans and supporting documents to the council for the site:

Chorley: BuildingSafetyLevy@chorley.gov.uk

South Ribble: BuildingSafetyLevy@southribble.gov.uk

1) Client Details:

If there is more than one client, attach their details.

☐ I understand my client duties under Part 2A of the Building Regulations 2010.

☐ Appointing a contractor or designer does not remove the client duties that apply to me, including the rules for domestic clients.

Contact Name: _____

Business Name: _____

Contact Address: _____

_____

Email Address: _____

Telephone Number: _____

2) Contractor Details (principal or sole contractor, if known):

☐ I understand my applicable duties to check contractor competence under Part 2A of the Building Regulations 2010.

Contact Name: _____
Business Name: _____
Contact Address: _____
_____
Email Address: _____
Telephone Number: _____

3) Designer Details (principal or sole or lead designer, if known):

☐ I understand my applicable duties to check designer competence under Part 2A of the Building Regulations 2010.

Contact Name: _____
Business Name: _____
Contact Address: _____
_____
Email Address: _____
Telephone Number: _____

4) Location of Development:

Address: _____
_____
_____
_____

5) Proposed Works:

Description: _____
_____
_____
_____

Proposed Start Date: _____
Proposed Completion Date: _____
Proposed statutory commencement date under regulation 46A: _____

Statutory commencement is the stage defined in regulation 46A, not the first day on site. Complete the 15% work statement below where regulation 46A(4) applies.

15% work statement where regulation 46A(4) applies or attached document reference

_____
_____

6) Does this application update an earlier Full Plans application?

☐ No — go to section 7

☐ Yes — complete the details below

Original Full Plans application reference: _____

Date the original application was made: _____

Any intervening variation application references: _____

Changes proposed / attached description reference

_____

_____

Has the first statutory commencement notice (regulation 16(3C)) already been given for the original application, or will it be given on the day this application is submitted?

☐ No — I confirm no such notice has been given before this application and none will be given on the submission day.

☐ Yes — date given: _____

Use the original application and all related variations together for BSL. If giving and receipt dates differ, attach both dates and check with Building Control before following 9.1. A fresh application after rejection is not automatically a protected pre-October variation.

7) Building Information:

Complete for each building; attach a schedule if needed. Mark existing-building fields N/A for a new building.

Existing Use of Building: _____

Existing use of each storey: _____

_____

Existing Building Height: _____

Existing number of storeys: _____

Proposed Use of Building: _____

Proposed use of each storey: _____

_____

Proposed Building Height: _____

Proposed number of storeys: _____

Storeys including each basement (erection/extension): number or drawing reference _____

☐ The existing/proposed storey counts follow regulation 6 of the Higher-Risk Buildings (Descriptions and Supplementary Provisions) Regulations 2023. Height is recorded separately.

☐ Yes — the Regulatory Reform (Fire Safety) Order 2005 applies to the building or will apply after completion.

☐ No — the Regulatory Reform (Fire Safety) Order 2005 does not apply and will not apply after completion.

8) Plans and supporting information

Give the information below or a reference to the drawing or document containing it.

Drawing and specification references or document schedule reference

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Drainage provision or drawing reference

Precautions for building over a drain sewer or disposal main where H4 applies or state not applicable

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Steps to comply with applicable local enactments or state none

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For new dwellings: do any optional Building Regulations requirements apply?

☐ Yes — identify requirements and affected dwellings in the documents below

☐ No

☐ Planning permission not yet granted — I will provide the statement within 28 working days beginning the day after permission is granted (exclude weekends, bank and public holidays)

☐ Not applicable — no new dwellings

Optional requirements details or document reference: _____

For erection of a dwelling or a building containing dwellings, provide network connection details and any exemption or cost-cap evidence required by regulation 13(2A).

Connectivity documents reference or not applicable: _____

Include drawings, specifications, calculations and a location plan (at least 1:1250 for erection/extension). Paper applications need two plan copies; provide four where fire-safety Part B applies, except work only to erect, extend or materially alter a dwelling-house or flat.

9) Building Safety Levy Information

Complete the applicable levy questions even if you expect no charge. Follow the skips in 9.1.

9.1. Building exclusions and exempt clients

Tick one client option and one building option. Social or supported housing is not automatically excluded under Schedule 1.

☐ All clients are exempt under regulation 13 — still complete the applicable levy questions.

☐ No client is exempt under regulation 13.

☐ Some clients are exempt — list each client's status and ask the BSL team which statements are needed. This does not automatically exempt the application.

Exempt-client details, or mixed-client schedule reference: _____

☐ All buildings containing the dwellings or PBSA bedspaces are excluded under Schedule 1.

☐ At least one of those buildings is not excluded. Identify any excluded buildings below.

Excluded building type or Schedule 1 provision (identify buildings if mixed): _____

All buildings excluded, or a protected variation of a pre-1 October 2026 application: go to section 10. Otherwise complete 9.2, then: initial applications or updates before the first notice day — 9.3–9.5; updates on/after the first notice day — 9.5–9.6. Complete 9.4 only if planning permission is required.

9.2. Dwellings and PBSA bedspaces

For updates, count the original application plus all variations. Include social/supported housing in dwellings; count PBSA bedspaces separately.

Number of dwellings to be provided excluding PBSA: _____

Number of bedspaces in PBSA to be provided: _____

Enter 0 if none. Count all bedspaces in the PBSA provided by the works.

9.3. Planning position

Answer for the whole wider development. Identify the relevant phases if permission is expressly phased.

Is planning permission required, including permission granted by permitted development rights?

☐ Yes — complete 9.4 ☐ No

Does section 33 of the Planning Act 2008 apply to the development?

☐ Yes — the development consent regime applies (usually a Development Consent Order)

☐ No

9.4. Planning status where planning permission is required

Tick the current status. Use the fields below or attach a schedule for several permissions/phases.

☐ Permission granted (other than a prior approval case below)

☐ Planning application awaiting a decision

☐ Planning application not yet made

☐ Permitted development — no prior approval application required

☐ Prior approval requirement satisfied

☐ Prior approval application made; requirement not yet satisfied

☐ Prior approval required or may be required; application not yet made

Local planning authority: _____

Permission application or prior approval reference: _____

Relevant phase or phases if expressly phased: _____

Decision date (optional): _____

For permitted development, identify the GPDO Part/Class. If there is no reference number, give enough detail to identify the permission or application.

Permitted development provision or other identifying information where needed

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If the prior approval requirement is satisfied, how was it satisfied?

☐ Prior approval was given

☐ Prior approval was deemed to be given

☐ The local planning authority determined that prior approval was not required

Identify the decision or deemed approval and explain how the requirement was satisfied

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9.5. Major residential development

Complete if planning permission is required or the development consent regime applies.

Major residential development: at least 10 dwellings or 30 PBSA bedspaces. Apply regulation 6(2)–(3) net-increase tests for existing buildings. Include social/supported housing and assess the wider development too.

Are the works in this application, or are they anticipated to be, major residential development?

☐ Yes ☐ No

Do the works form part of a wider development which is, or is anticipated to be, major residential development?

☐ Yes ☐ No

If neither applies, tick No to both. This is not a notice of no charge.

9.6. Updated applications at or after first commencement

For updates on or after the first statutory commencement notice day. Check any different giving/receipt dates with Building Control as explained in section 6.

List levy notices for the original application and its updates, including cancelled or superseded notices. Attach a list if needed.

☐ No levy determination notice has been issued
☐ Notice details are given below or in the attached list

Notice type	Reference	Date given

Cancellation supersession details or attached list reference: _____

Attach the statements/evidence required by regulation 14(5) or (6). Charging conditions require new/increased residential floorspace; actual/anticipated major development, alone or as part of a wider development; and every client being non-exempt under regulation 13. Mixed clients: ask the BSL team.

☐ Conditions met — attach exempt-dwelling total, charging information (regulation 16A), planning statement and evidence

☐ Conditions not met — attach planning statement, reasons and evidence

Attached updated application levy submission reference: _____

Confirm earlier planning information and any changes, or provide it if not previously required. Identify permissions, prior approvals and how satisfied, phases or development consent. Confirm any change to a statement that permission is not required.

10) Building Control Application Fees:

Building Control fees are separate from the levy. The floor area below is for fee assessment.

1. New floor area created by extension and/or conversion: _____
2. Estimated cost of works excluding VAT: _____

Full Plans fee (see the council's Building Control fees)

Plan Deposit Fee (including VAT): _____

Inspection Fee (including VAT): _____

11) Invoice Details:

Contact Name: _____

Business Name: _____

Contact Address: _____

_____

Email Address: _____

Telephone Number: _____

12) <u>Statement:</u>

I apply for approval of the described work under regulations 12(2)(b) and 14 and enclose the required fee. I understand that any inspection fee will be invoiced after the first inspection.

I confirm the application and attached information, including any BSL information, are correct. The applicant signs below. If applying for the client, also complete the applicant details and client statement.

Applicant signature: _____

Applicant name: _____

Date: _____

Applicants contact details if different from the client

Address	
Telephone and email	
Capacity: client / authorised applicant	

Client statement when someone applies on the client's behalf

I agree to this application being made on my behalf and confirm that the information contained in the application is correct.

Client name / organisation	
Client signature and date	
Signatory name and role (if organisation)	