

## Location and block plans

Where new buildings or extensions are proposed, location and block plans must be submitted.

Typical examples of such plans are shown below. Please remember to indicate any drains or sewers, especially those that will be built over.

Location Plan



Block Plan



More information is available from:

✉ Building Control, South Somerset District Council, Brympton Way, Yeovil, Somerset, BA20 2HT

🌐 [www.southsomerset.gov.uk/buildingcontrol](http://www.southsomerset.gov.uk/buildingcontrol)

☎ 01935 462462  
(8.45am to 5.15pm Monday to Thursday)  
(8.45am to 4.45pm Friday)

✉ [building\\_control@southsomerset.gov.uk](mailto:building_control@southsomerset.gov.uk)



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**If you would like this document translated into other languages or into Braille, large print, audio tape or CD, please contact:**

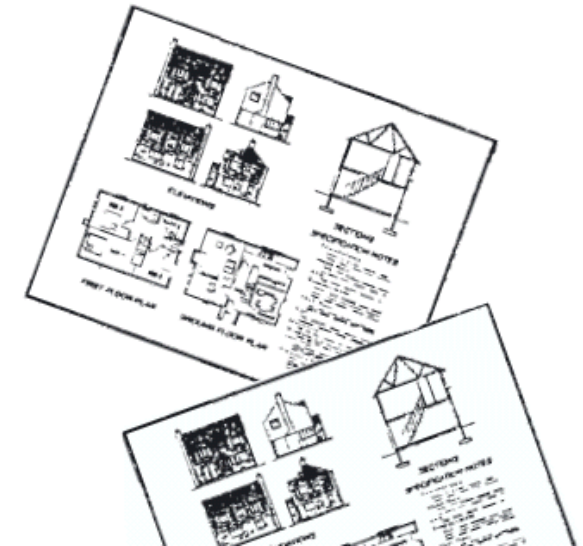
☎ **01935 462462**

Dokument ten jest na życzenie udostępniany w językowych polskim.

Este documento encontra-se disponível em Português, a pedido.

## Building Control Services

### Full Plans Procedure



### Guidance Leaflet - 2



## Introduction

Anyone intending to carry out building works controlled by the Building Regulations must first either

- give the local authority a Building Notice, or
- deposit a Full Plans Application.

This leaflet explains the Full Plans option.

The council is required to set charges for checking plans and work under the Building Regulations. A separate leaflet explaining the charges is available on request.

A Full Plans Application must be made where the building is put, or is intended to be put to use which falls within the scope of the Regulatory Reform (Fire Safety) Order 2005.

## Depositing Plans

A Full Plans Application consists of completed application forms submitted in duplicate; together with two sets of detailed construction drawings and the appropriate plan deposit charge.

With larger projects, extra sets of plans can speed up consultation with fire officers etc. The council must determine the application within five weeks of deposit, except where the applicant agrees to extend the statutory period to a maximum of two months.

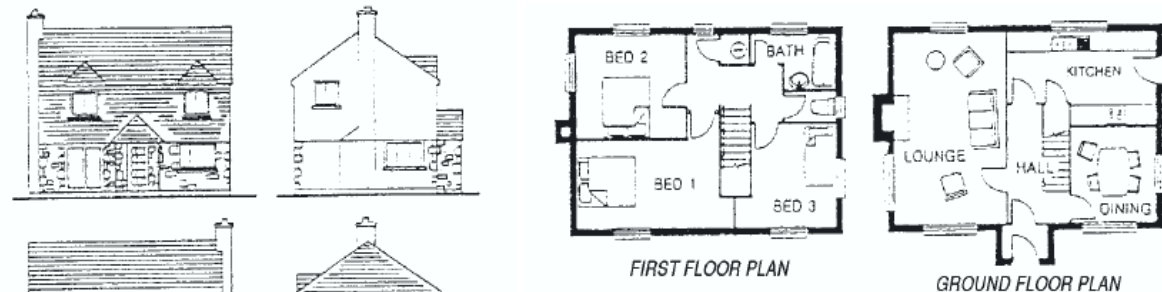
It is essential that sufficient information is submitted in the form of plans, sections, elevations and written specifications to demonstrate that the proposal will satisfy all the relevant requirements of the Building Regulations.

If there appears to be any contraventions or items where additional information is needed, the council will notify you so that the plans can be amended to enable approvals to be issued. If suitable amendments are not received the council is obliged to reject the plans – but the rejection only remains in force until the outstanding matters are resolved.

The advantage of the Full Plans procedure is that the person carrying out the work can follow the approved plans with confidence that the completed scheme will comply with the Building Regulations 2010.

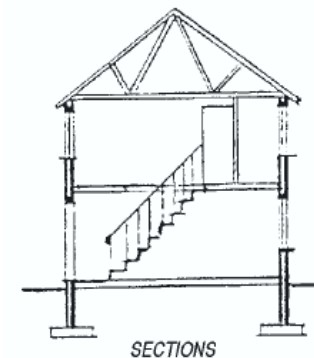
Often solicitors, banks, building societies and loan companies will require sight of a Full Plans Building Regulations Approval and/or a completion certificate when a property is sold.

### *Typical elevations, plans, sections and specifications*



### *The Party Wall Etc Act 1996*

Although separate from the Building Regulations, this Act provides owners of buildings with new rights and obligations to other property owners in relation to party walls and similar structures. It is designed to protect the interests of all parties sharing walls or boundaries. You are advised to check whether the provisions of this Act apply to your proposed building work.



#### *SPECIFICATION NOTES*

*Foundations*  
...  
*Ground Floor*  
...  
*O.P.C.*  
...  
*External Walls*  
...  
*First Floor*  
...  
*Roof*  
...  
*Insulation*  
...  
*Windows and Ventilators*  
...  
*Drainage & Sanitary Fittings*  
...