This method of notification can be used for all types of building. If you use this method you should follow these six simple steps



A GUIDE TO THE FULL PLANS PROCEDURE

- Draw scaled plans
- Include full specifications
- You may wish to engage an architect or a surveyor

Check the enclosed Scheme of Charges guidance note to calculate the plan charge and inspection charge. If the work is being carried out with the aid of a House Renovation Grant, the Inspection Fee may be deducted at source.

Fill in a Full Plans
 Application Form
 (This facility is available via the <u>BC website</u>)

* Where the provisions of Part B (Fire Safety) of the Regulations are applicable, other than for dwellings and flats, a further 2 copies of the plans shall be deposited • Telephone us for informal discussions about your proposals or if any problems arise : (029) 223 30381/30382/30383

- Place 1 copy of your plans, the application form and the correct plan charge in an envelope. Only one copy is needed where building is used as a dwelling.
- Alternatively, submit your application electronically via <u>BC</u> <u>Online Submissions</u>
- Post or deliver your completed form to
 Building Control Services
- Log on to www.cardiff.gov.uk and submit your details via <u>BC Online</u> <u>Submissions</u>

CHECKLIST - Have you?

- 1. Completed the full plans form
- 2. Enclosed correct number of plans
- 3. Enclosed the correct plan charge