



**ONCHAN DISTRICT  
COMMISSIONERS**

**Building Control Section  
Onchan District Commissioners  
79 Main Road, Onchan, Isle of Man  
IM3 1RD Tel: (01624) 624967 Fax: (01624) 663482**

**BUILDING REGULATIONS – FORM TO ACCOMPANY DEPOSIT OF PLANS**

Building Control Act 1991 The Building Regulations 2007

The Building Control (Approved Documents) Order 2007 The Building (Fees) Regulations 2009

This form is to be filled in by the person who intends to carry out building work or that person's agent. Please type or use block capitals. The person named as the applicant will be responsible for payment of the appropriate fee. If the form is unfamiliar please read the notes on the reverse side or consult the above office.

**Applicant**

Name \_\_\_\_\_

Address \_\_\_\_\_

\_\_\_\_\_ Tel: \_\_\_\_\_

**Agent**

Name \_\_\_\_\_

Address \_\_\_\_\_ Tel: \_\_\_\_\_

**Proposed Work**

Address \_\_\_\_\_

\_\_\_\_\_

Description \_\_\_\_\_

\_\_\_\_\_

State any previous Building Byelaw/Regulation Application No. where applicable \_\_\_\_\_

**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 building (basement counts as one) \_\_\_\_\_

**Extension of Time**

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

<b>Fees</b> (For information see Guidance Notes - Fees Sheet)	For Official Use Only
	Onchan District Commissioners Receipt No.(s)
Plan Fee ..... £ _____	
VAT is not payable on plan fees	
Where fees are based on Schedule 3 to the Building (Fees) Regulations 2009 the following is also required – The total floor area of the building work is _____ m <sup>2</sup> A reasonable written statement of the cost of the work shown on the plans is subject to control under the principal regulations is attached.	

### Checklist

*Have 2 copies of this form been completed?*

*Are the appropriate number of plans enclosed? (Normally 2 copies of each but 4 where fire safety is relevant to the work).*

*Is the fee included? (Cheques payable to 'Onchan District Commissioners')*

### Statement

This form and the accompanying plans and information are deposited in relation to the building work described, are deposited in accordance with Regulation 11 of the Building Regulations 2007 and are accompanied by the appropriate fee.

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

Name \_\_\_\_\_ Signature \_\_\_\_\_ Date \_\_\_\_\_

## GUIDANCE NOTES – DEPOSIT OF PLANS

1. Two copies of this form should be completed and submitted with plans and particulars in accordance with the provisions of regulation 11 of the Building Regulations 2007.	Particulars of the provision to be made for the drainage of the building or extension; Particulars, if Section 12 of the Act applies, building over sewers etc) of the precautions to be taken in building over a sewer;
2. Subject to certain exemptions the Deposit of Plans attracts a fee payable by the person by whom or on whose behalf the work is to be carried out. The fee must accompany the deposit of plans. The fee is dependent upon the type of work proposed and is set out in the Guidance Notes – Fees sheet enclosed.	Any other plans which are necessary to show that the work would comply with the Regulations. 5. Section 17 of the Act makes it an offence for work or any part of that work to be carried out without plans having been passed by the building Authority.
3. Section 11 of the Building Control Act 1991 provides for the passing and rejection of plans. It also specifies the time periods in which Deposited Plans are to be passed or rejected.	6. These notes are for general guidance only. Particulars regarding the deposit of plans are contained in Regulation 11 and in respect of fees the Building (Fees) Regulations 2009.
4. This form shall be accompanied by the following - Plans to a scale of not less than 1:250 showing: The size and position of the building, or the building as extended, and its relationship to adjoining boundaries; The boundaries of the curtilage of the building or the building as extended, and the size, position and use of every other building or proposed building within that curtilage; The width and position of any street on or within the boundaries of the cartilage of the building or the building as extended;	7. Further information and advice concerning the Building Regulations can be obtained from: The Building Control Section Onchan District Commissioners 79 Main Road Onchan Isle of Man IM3 1RD Telephone: (01624) 624967 Fax: (01624) 663482 Email: <a href="mailto:surveyors@onchan.org.im">surveyors@onchan.org.im</a>

