



# BUILDING CONTROL GENERAL FULL PLANS SUBMISSION

THE BUILDING (Guernsey) REGULATIONS, 2012  
THE LAND PLANNING AND DEVELOPMENT (GUERNSEY) LAW, 2005-as amended

**1**

**Applicant's details** (if this is not the section 3 owner then see note A)

|          |      |                  |
|----------|------|------------------|
| Name:    |      |                  |
| Address: |      |                  |
|          |      | Post code:       |
| Tel:     | Mob: | E-mail: (Note B) |

**2**

**Agent** (if applicable)

|          |      |                  |
|----------|------|------------------|
| Name:    |      | Agent Ref:       |
| Address: |      |                  |
|          |      | Post code:       |
| Tel:     | Mob: | E-mail: (Note B) |

**3**

**Location of Building to which work relates**

|          |
|----------|
| Address: |
|          |

**4**

**Description or Work:**

|  |
|--|
|  |
|  |

**5**

**Use of building:**

|                                                                                                                                                                                                                                         |
|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| If new building or extension please state proposed use:                                                                                                                                                                                 |
| If existing building please state use:                                                                                                                                                                                                  |
| Is the building controlled under the Fire Services (Guernsey) Law, 1989 as amended, or will it be controlled after completion of the building work? (see note C) <b>Yes</b> <input type="checkbox"/> <b>No</b> <input type="checkbox"/> |

**6**

**Fees:** (Refer to the latest advice note on fees published on the State's web site)

| Category (1 - 4) | Sub-category (A, B, C, .....) | For category 1 - Number of | Total fee paid |
|------------------|-------------------------------|----------------------------|----------------|
|                  |                               |                            |                |

If a 'cost of work' fee category is appropriate, enter value of work here - £

**7**

**Planning permission reference if known:**

|  |
|--|
|  |
|--|

**8****Statement:**

This application is made with the owner/s authority and I/we confirm that to the best of my/our knowledge, all particulars in this application are correct and that I/we have read and understood the notes section below. I/we agree that any of the information supplied in this application may be disclosed to relevant States Bodies, other relevant authorities, made accessible to members of the public and published in the local media or on the States of Guernsey website.

|       |            |
|-------|------------|
| Name: | Signature: |
| Date: |            |

**9****Checklist:**

|                                                                                                                            |                          |
|----------------------------------------------------------------------------------------------------------------------------|--------------------------|
| Application form fully completed (1 copy)                                                                                  | <input type="checkbox"/> |
| Site location plan (2 copies)                                                                                              | <input type="checkbox"/> |
| Survey plan of existing (1 copy)                                                                                           | <input type="checkbox"/> |
| Proposal plans/drawings and specifications (2 copies: Except where Notes C / D apply)                                      | <input type="checkbox"/> |
| Fee (cheques to be made payable to the States of Guernsey)                                                                 | <input type="checkbox"/> |
| E-mail submission - all submission documents e-mailed to <a href="mailto:planning@gov.gg">planning@gov.gg</a> (see note E) | <input type="checkbox"/> |

**10****Guidance Notes**

This form is to be used for the purpose of obtaining a Building Licence in respect of the Building Regulations. Planning permission may also be required for which a separate application should be made.

- A) The Applicant is the person or persons for whom the work is to be carried out. The application form must be signed by the applicant, or on his behalf by an authorized agent. Where the applicant is not the property owner an 'Owners Declaration' form must be completed and included with this submission.
- B) Wherever possible Building Control will communicate formally via E-mail with the exception of the legal notifications. It is therefore **important for an E-mail** address to be provided on this form. Should you not wish to receive correspondence in this way please let us know.
- C) An additional copy of the proposed floor plans will be required for the Guernsey Fire and Rescue Service, if a premises is, or will become a controlled premises under the Fire Services (Guernsey) Law, 1989, as amended. An information sheet GN-15 Controlled Premises, is available on the States website for your assistance.
- D) For applications which involve commercial food preparation, an additional copy of all plans will be required for the Office of Environmental health and Pollution Regulation consultation.
- E) For all agent applications, an E-mail containing all submission documents must be sent to [planning@gov.gg](mailto:planning@gov.gg). The E-mail should be given the subject 'Building Regulation Application + your reference'. The E-mail text should include the site address and applicant details. Any attached documents should be given generic file names i.e. 'Application Form', 'Floor Plans' etc. including your reference numbers.

**Please submit 1 copy of this completed form, together with the required sets of plans and other supporting information to: The Office of the Development & Planning Authority, Sir Charles Frossard House, La Charroterie, St. Peter Port, Guernsey, GY1 1FH.**