



# Onchan District Commissioners

## Building Regulations – Deposit of Plans

Building Control Act 1991,  
The Building Regulations 2014 (as amended),  
The Building Control (Approved Documents) Order 2020,  
The Building Control Fees (No 2) Regulations 2021 (as amended)

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	
Email address	
Telephone number	

### Agent

Name	
Address	
Email Address	
Telephone number	

**Primary Contact for payment of fees**

**Applicant**

☐

**Agent**

☐

### Proposed Work

Address	
Description	
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 storey's in building (basement counts as one)				
Is the building to be put to designated use under the Fire Precautions Act 1975?	Yes		No	
Is the building to be connected to a septic tank or a small multi stage treatment tank discharging into an irrigation field less than 10m from a watercourse?	Yes		No	

## 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

## Fees (For information see Guidance Notes – Fees Sheet)

Plan Fee (VAT is not payable on plan fees)	£
Inspection Fee (VAT is not payable on inspection fees)	£
For Official Use Only – Receipt Number	



Where fees are based on Schedule 3 of The Building Control Fees (No 2) Regulations 2021, the following is also required:

The total floor area of the building works is:				m <sup>2</sup>
A reasonable written statement of the cost of the work shown on the plans subject to control under the principal regulations is attached.	Yes		No	

## Statement

This form and the accompanying plans and information are deposited in relation to the building work described, are deposited in accordance with Regulation 12 of the Building Regulations 2014 (as amended) and are accompanied by the appropriate fee. I also consent to deposit any amended or further plans if requested in writing to do so.	
Signed	
Name (BLOCK CAPITALS)	
Date	

## Guidance Notes – Deposit of Plans

- Two copies of this form should be completed and submitted with plans and particulars in accordance with the provisions of Regulation 12 of the Building Regulations 2014 (as amended).
- 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
- 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.
- 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 curtilage of the building or the building as extended;
  - 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;
  - Any other plans which are necessary to show that the work would comply with the Regulations.
- 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.
- These notes are for general guidance only. Particulars regarding the deposit of plans are contained in Regulation 12 and in respect of fees the Building Regulations 2014 (as amended)

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 675564 (option 1) or email [surveyors@onchan.org.im](mailto:surveyors@onchan.org.im)