

**FULL PLANS APPLICATION**  
**The Building Act 1984**  
**The Building Regulations 2010**

If a re-submission, please quote previous reference number below:

**ALL SECTIONS MUST BE COMPLETED**

**Client Details (The person(s) for whom a project is being carried out)**

Full Name: Sian Greenlaw

Address: The Parade, St Mary's, Isles of Scilly, TR21 0LW

Tel: 01720 424441

Email: Sian.Greenlaw@scilly.gov.uk

**Applicant Details (The person making this application on behalf of a client)**

Full Name: Ayrton Hemmens

Company Name: Currie & Brown

Address: Poseidon House, Neptune Park, Maxwell Road, Plymouth PL4 0SN

Tel: 01752 278 100

Email: ayrton.hemmens@curriebrown.com

Your Ref:

**Principal Designer (If known. This could be the same person as the applicant)**

Full Name: Ayrton Hemmens

Company Name: Currie & Brown

Address: Poseidon House, Neptune Park, Maxwell Road, Plymouth PL4 0SN

Tel: 01752 278 100

Email: ayrton.hemmens@curriebrown.com

**Principal Contractor (if known)**

Full Name: TBC

Company Name: TBC

Address:

Tel:

Email:

**Address of Building (including postcode)**

Kirklees, Porthcressa Road, Hugh Town, St Mary's, TR21 0JL

**Description of work to be carried out**

Conversion of dwelling into two self-contained residential flats.

**Building Details**

Existing use of building:	Dwelling	Proposed use of building:	Dwelling
Existing no. of Storeys:	3	Proposed no. of Storeys:	3
Existing use of each Storey:	Dwelling	Proposed use of each Storey:	Dwelling
Existing height of the building in meters	8.4	Proposed height of building after works in metres	8.4

**Charges** (See the link to our scale of charges <https://www.cornwall.gov.uk/media/pe2kkcoc/fees-and-charges.pdf#page=36>)

Estimated cost of work: £ 130,000

Floor area (m2): 144

Plan charge (Including VAT): £ 558

Inspection charge (Including VAT): £ 900

*Payment will be requested upon registration of your application.*

**Planning Reference Number** if applicable:

In the case of a new dwelling, do any optional requirements apply to the works: N/A

**Other Information**

Do you agree to the application determination date being extended to 8 weeks if required **Yes/No**

Do you agree to a conditional approval if appropriate **Yes/No**

What sort of storm drainage is proposed? **Sewer/~~soakaway~~/~~watercourse~~/~~other~~**

What sort of foul drainage is proposed? **Sewer/~~septic tank~~/~~cesspool~~/~~other~~**

Are you building over or within 3m of a mains or lateral drain? **Yes/No**

Is the property connected to mains drinking water? **Yes/~~No~~**

**Details of Start and Commencement.** See notes

Proposed date when commencement will be achieved: February 2024.

If works do not include new-build ground works, confirm which works the client considers will meet the '15% threshold':

## Statement

Where the application is made by someone on behalf of the client, either provide a statement signed by the client confirming they agree to the application being made and that the information contained in the application is correct or sign below:

Client Signature: SGreenlaw Date: 14/12/23

This application is an application for building control approval with full plans given under Regulation 12(2)(b)

The current use of the building is a 'Designated Use' described in the Regulatory Reform (Fire Safety) Order 2005. **YES/NO**

The proposed use of the building is a 'Designated Use' described in the Regulatory Reform (Fire Safety) Order 2005. **YES/NO**

Name: Ayrton Hemmens Signature: At Hemmens Date: 14/12/2023

Please make your application using the following: Online: [www.cornwall.gov.uk/bcapplication](http://www.cornwall.gov.uk/bcapplication)  
Email: [buildingcontrol@cornwall.gov.uk](mailto:buildingcontrol@cornwall.gov.uk) Postal Address: Cornwall Council – Building Control, PO Box 676, Threemilestone, Truro, Cornwall TR4 9LD

## Notes:

Cornwall Council Building Control privacy policy can be viewed here:

[www.cornwall.gov.uk/bcprivacypolicy](http://www.cornwall.gov.uk/bcprivacypolicy) <http://www.cornwall.gov.uk/bcprivacypolicy>

The **applicant** (if used) is the person who is submitting the application on behalf of the client and is the person who all correspondence will be sent to.

One copy of this notice should be completed and submitted with a copy of the plans and particulars in accordance with the provisions of Building Regulation 14 to the [buildingcontrol@cornwall.gov.uk](mailto:buildingcontrol@cornwall.gov.uk). Large files can be sent in via zip files or WeTransfer/Dropbox.

Please note: All plans should be marked with a unique reference number and clearly indicate different revisions.

The fee is dependent on the type of work proposed; please see our separate fee guidance <https://www.cornwall.gov.uk/media/pe2kkcoc/fees-and-charges.pdf#page=36>. Most charges are payable in two stages. The **Plan Charge** will be payable at deposit of the application and the **Inspection charge** is payable after the first site inspection of work has been carried out.

Payment can be made online: [www.cornwall.gov.uk/pay-it/](http://www.cornwall.gov.uk/pay-it/) or by calling us on 01872 224792. It is recommended to wait for an application number prior to payment.

(Note: Inspection charges are normally a one-off charge for the project based on estimated number of site inspections required which will be set out in an inspection service plan. However, supplementary fees may apply in some cases.)

Anyone proposing to carry out building works or make a material change of use to a building are reminded that separate permission under The Town and Country Planning Acts may also be required.

The definition of commencement now requires you to reach certain stages of work to be a valid commencement. See <https://www.legislation.gov.uk/uksi/2010/2214/regulation/46A>

Prior to starting work on site, a notice of **start** is required by the Building Control.

**Commencement** is only reached when ground floor structure is installed or 15% of the building work for works not including substructure works.

Details are required that show compliance with Reg 14(3)(c) e.g. how the foundations will be constructed in a way that will not damage the sewer or lateral drain. (Note: It is the responsibility of property owners to determine whether the drainage in the vicinity of any proposed development is a public sewer or lateral drain under the control of the South West Water and seek their consent to the 'build over' prior to construction.)

The Fire Authority will to be consulted where the works relate to premises covered by the Regulatory Reform (Fire Safety) Order 2005. These include:

- Offices and Shops,
- Holiday lets, including AirBNB
- Residential Care Premises
- Places of Assembly
- Factories and Warehouses
- Theatres and Cinemas
- Educational Premises
- Healthcare Premises

**Mining** - There has been mineral mining in Cornwall in the past. It is the responsibility of the applicant to find out whether there has been any mining activity in the area and if it will affect the structural stability of the building. We may ask for a copy of this information.

Where required, a **demolition notice** should be given as prescribed in Section 80 of the Building Act 1984.

These notes are for general guidance only; particulars regarding the deposit of plans are contained in Regulation 14 of the Building Regulations 2010 and, in respect of charges, in the Building (Local Authority Charges) Regulations 2010.

Further information and advice in respect of Building Regulations can be obtained from [www.cornwall.gov.uk/buildingcontrol](http://www.cornwall.gov.uk/buildingcontrol)