

## When using Submit-a-Plan, we require the following protocol to be adopted:

On the 'Charges' page of the Submit-a-Plan form please check the **'fees will be calculated as part of this application'** button and continue to complete the information requested in full.

Ensure that the internal floor area of extensions/rooms in the roof are given. If necessary supplement this information in the 'Additional Information' section of the form.

Please ensure that when submitting your associated plans, you save and submit them with a description of the drawing ie 'Ground Floor Plan as Proposed' and not just your own reference number etc.

Unless your drawings are fully dimensioned please include a scale bar.

After you have submitted application, if you or your clients' wish to pay on line please use this link:

[https://www.civicaepay.co.uk/BHCC/WEBPAY\\_PUBLIC/WEBPAY/default.aspx](https://www.civicaepay.co.uk/BHCC/WEBPAY_PUBLIC/WEBPAY/default.aspx)

and use the **'Building Control No Invoice'** tab

**If you have any queries regarding the information required on the forms, or how to calculate the fees, please telephone 01273 292030 before submitting your application**