

[Home](#) > [Residents](#) > [Planning environment and community](#) > [Building control](#) > [Applications](#) > [Full plans application](#)

Full plans application

Last Modified October 31, 2023



With immediate effect building control can only accept applications submitted electronically.

Important information

To submit a full plans application you can complete it online using the [Planning Portal](#) or you can submit your [full plans application](#) via our website.

The full plans submission process is our recommended route to obtaining consent for your building project under the building regulations.

It should not be confused with submitting plans for planning permission. Full plans applications apply to domestic or commercial works.

Application

A full plans application is where plans, detailed specifications, and if appropriate, structural calculations are given to the council. These are checked to make sure that they meet the regulation requirements and if they do, formal approval is given.

If necessary, you will be asked to give more information or to alter the plans. The building control team will assist you in this process. Please see [Getting you plans right first time \[PDF 188KB\]](#).

When works start on site you can be sure that, provided you keep to the approved plans, the works will comply with the building regulations.

You can submit revised plans if you need to depart from your original proposals.

For a full plans application you must submit a copy of the completed full plans application form. This should be submitted with:

1. A site location plan indicating the boundaries of the site and the location of the proposed work
2. Existing and proposed floor plans and elevations
3. Sections through the proposed works
4. Specifications of all building works and materials
5. The appropriate fee

[↑ Back to top](#)

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