

BUILDING NOTICE



BUILDING CONTROL

OFFICIAL USE ONLY

BUILDING ACT 1984. THE BUILDING REGULATIONS 2000 (As Amended)
 Notice is given in accordance with Building Regulations I2(2)a of intention to carry out building work or make a material change of use and deposit any necessary drawings and other documents required by Regulation 13 together with the appropriate charge.

NOTE: If it is proposed to build over a combined sewer, a Full Plans application must be filled in instead of this Building Notice

1a. Applicant/Owner

Name and address of person or persons on whose behalf the work is to be carried out and who is responsible for payment of the prescribed fee. **(Block letters please)**

Name

Address

Postcode

Telephone

1b. Agent/Builder

Please give profession and address of agent.
(Block letters please)

Name

Profession

Address

Town

Postcode

Telephone

2a. Address

Please give the address or location of proposed work

2b. Description of work

Loft conversion	<input type="checkbox"/>	Extension	<input type="checkbox"/>	Internal alterations/refurb	<input type="checkbox"/>
Excavation of basement	<input type="checkbox"/>	Electrical works	<input type="checkbox"/>	All other works	<input type="checkbox"/>
New build	<input type="checkbox"/>				

Is Planning Permission required? Yes/No If Yes, what is the Planning Reference number

Please provide a full description of the works proposed above, including details of all electrical works.
(Please see page 3 of this form)

a) Where your proposals include electrical works please indicate whether you are intending to use an installer who is a member of one of the prescribed self-certification schemes who is able to self-certify their electrical works.

Yes No

b) Where a self certification scheme is not used the applicant/builder must submit an appropriate electrical installation certificate signed by a person competent to do so prior to the Building Regulations completion certificate being issued for the whole works.
Please note failure to satisfy the Council on these requirements will result in the Building Regulations completion certificate not being issued or delayed.

3. Date of commencement

4. Schedules of fees

(Please indicate which schedules apply; for clarification on Building Control fees please ring 020 8753 2537 or 3417)

SCHEDULE 1 (New build)

Number of new dwellings.

SCHEDULE 2 (Domestic extensions/loft conversion)

Floor area of new extension and/or state if loft conversion proposed, the area of the loft (**WHERE A LOFT CONVERSION IS UNDERTAKEN AT THE SAME TIME AS AN EXTENSION, A SEPARATE FEE SHALL BE PAYABLE FOR THE LOFT CONVERSION**).

Extension:	m²
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loft: Yes/No	m²
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SCHEDULE 3 (All other works)

Total estimated cost of work (include electrical works and replacement/installation of windows), **BUT EXCLUDE ANY WORKS IN SCHEDULE 2.**

£

5. Building use

a. Please state the purpose for which the building/extension will be used.

b. If an existing building please state the present use.

c. Please state the number of storeys including basement.

6. Drawing numbers

7. Signature and Fees

Fee (including VAT where applicable) to be deposited with the application

make cheques payable to

'London Borough of Hammersmith & Fulham'

Signed

£

Date

Notes:

One copy of this Notice should be completed and submitted together with plans and particulars in accordance with Regulation 13 with the appropriate charge. The Building (Local Authority charges) Regulations 1998 charges payable to Local Authorities.

Notice of commencement and completion of certain stages of work must be given to the local authority in accordance with regulation 15. (See notes overleaf)

Building Control Service London Borough of Hammersmith and Fulham, Town Hall Extension, King Street, London W6 9JU.
Telephone 020 8753 1081/2/3. Fax number 020 8753 2448. Web www.lbhf.gov.uk

List of electrical works that is notifiable to local authority and/or must be completed by a person or company registered as a “competent Person”

(Please tick where appropriate)

LOCATION	EXTENSIONS AND MODIFICATION TO CIRCUIT	NEW CIRCUIT
Bathrooms		
Bedrooms		
Bedrooms containing a shower or basin		
Ceiling (over head) heating		
Communal area of flats		
Conservatories		
Dining rooms		
Extra low voltage (E.L.V.) non pre-assembled CE marked lights		
Garden - lighting		
Gardens - power		
Halls		
Integral garages		
Kitchen		
Kitchen diners		
Landings		
Lounge		
Remote building (out building)		
Remote garages (detached)		
Saunas		
Sheds		
Shower rooms		
Small scale generators		
Solar power systems		
Stairways		
Studies		
Swimming pools		
Under floor heating		
Workshops (remote)		



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A quality assured London borough
for Building Control Services



Additional information may be requested by the local authority pursuant to the Building Regulations.

IF IN DOUBT - PLEASE CONTACT BUILDING CONTROL FOR ADVICE

Regulation 12 of the Building Regulations 2000 (as amended) Giving of a building notice or deposit of plans.

1. Subject to the following provisions of this regulation, a person who intends to carry out building work or to make a material change of use shall
- give to the local authority a building notice in accordance with regulation 13; **or**
 - deposit full plans with the local authority in accordance with regulation 14.
 - A person shall deposit full plans where he intends to carry out building work in relation to which paragraph H4 of schedule 1 imposes a requirement.
2. A person shall deposit full plans where he intends to carry out building work in relation to a building put or intended to be put to a use which is designated use for the purposes of the Fire Precautions Act 1971 or a use coming within the scope of Fire Precautions (Workplace) Regulation 1997 (As Amended).
3. A person who intends to carry out building work consisting only of the installation of a heat producing gas appliance is not required to give a building notice or deposit full plans if the appliance is to be installed by a person, or an employee of a person, approved in accordance with regulation 3 of the Gas Safety (Installation and Use) Regulations 1988.

Regulation 13 includes the following

- In the case of the erection or extension of a building, a building notice shall be accompanied by
 - a plan to a scale of not less than 1:1250 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;
 - a statement specifying the number of storeys (each basement level being counted as one storey), in the building to which the proposal relates; and
 - particulars of
 - the provision to be made for the drainage of the building or extension;
 - the steps to be taken to comply with any local enactment which applies.
- In the case of building work which involves the insertion of insulating material into the cavity walls of a building, a building notice shall be accompanied by a statement as to
 - the name and type of insulating material to be used;
 - whether or not the insulating material is approved by the British Board of Agreement or conforms to a British Standard specification; the name of any European Technical Approval issuing body which has approved the insulating material;
 - whether or not the installer is a person who is the subject of a British Standards Institution Certificate of Registration or has been approved by the British Board of Agreement for the insertion of that material.

3. Where building work involves the provision of a hot water storage system in relation to which paragraph G3 in Schedule 1 (hot water storage) imposes a requirement, a building notice shall be accompanied by a statement which specifies

- the name, make, model and type of hot water storage system to be installed;
- the name of the body, if any, which has approved or certified that the system is capable of performing in a way which satisfies the requirements of paragraph G3 of Schedule 1;
- the name of the body, if any, which has issued any current registered operative identity card to the installer or proposed installer of the system.

Regulation 15 includes the following:-

Notice of commencement and completion of certain stages of work

- A person who proposes to carry out building work shall not commence that work unless -
 - he has given the local authority notice that he intends to commence work; **and**
 - at least two days have elapsed since the end of the day on which he gave the notice
- A person carrying out building work shall not -
 - cover up any excavation for a foundation, any excavation, any damp proof course or any concrete or other material laid over a site; **or**
 - cover up in any way any drain or sewer to which these Regulations apply unless he gives the local authority notice that he intends to commence that work, and at least one day has elapsed since the end of the day on which he gave the notice.
- A person who has laid, haunched or covered any drain or sewer in respect of which Part H of Schedule 1 (drainage and waste disposal) imposes a requirement shall give notice to that effect to the local authority not more than five days after the completion of the work.
- A person carrying out building work shall, not more than five days after that work has been completed, give the local authority notice to that effect.
- Where a building is being erected, and that building (or any part of it) is to be occupied before completion, the person carrying out that work shall give the local authority at least five days notice before the building or any part of it is occupied.
- Where a person fails to comply with paragraphs (1) to (3) they shall comply within a reasonable time with any notice given by the local authority requiring them to cut into, lay open or pull down so much of the work as prevents them from ascertaining whether these regulations have been complied with.

The Building (Local Authority Charges) Regulation 1998

- A building notice shall not be treated as given in accordance with the Principal Regulations unless the local authority have received any building notice charge payable in respect of that notice, and, where regulation 24 applies, that regulation has been complied with.

If you need any part of this publication explained or translated we will be happy to arrange it.
