

**BUILDING CONTROL**

**OFFICIAL USE ONLY**

**BUILDING ACT 1984. THE BUILDING REGULATIONS 2000 (As Amended)**  
**Notice is given in accordance with Building Regulations I2(2)b of intention to carry out building work or make a material change of use and deposit the attached drawings and other documents required by Regulation 14 together with the appropriate charge.**

**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

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 to domestic premises.

**a)** If your proposals include electrical works to domestic premises 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.

No  Yes  Not applicable (ie non-domestic premises)

For the purposes of approving your plans under Part P (Electrical Safety), please include either statement A or B in your plans as indicated on page 3 of this form. (This applies to domestic applications only)

**b)** Where **a** above applies and 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. 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:  m<sup>2</sup>

loft: Yes/No  m<sup>2</sup>

#### 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.**

£

### 4. Building use

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

b. Is the use designated under the Fire Precautions Act 1971 eg. shop/office/hotel or a use which comes within the scope of Fire Precautions (Workplace) Regulation 1997 (as amended).

Yes  No

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

d. Please state the number of storeys including basement.

e. Do you intend to build/extend/underpin a building over or in the vicinity of combined drains and sewers shown on map of sewers

Yes  No  Don't know

### 5. Drawing numbers

### 6. Signature and Fees

I do/do not agree to a conditional approval

I do/do not agree to an extension of time from 5 weeks to 2 months to deal with my application

I wish/I do not wish a completion certificate to be issued (please delete as appropriate)

Signed

#### Fee (including VAT where applicable)

make cheques payable to

'London Borough of Hammersmith & Fulham'

£

Date

#### Notes:

One copy of this Notice should be completed and submitted with the appropriate plan fee, together with two copies of plans and particulars in accordance with Regulation 14. (Usually **four** copies are required where work is proposed to a designated building eg. shop/office or use which comes within the scope of Fire Precautions (Workplace) Regulations 1997).

**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

**HOME ELECTRICAL SAFETY AND NEW BUILDING REGULATIONS**  
**Endorsements of Full Plans Applications (Domestic applications only)**

When depositing a Full Plans application either of the following statements (A or B as appropriate) should be added to the drawings.

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**Statement A (*not intending to use the Competent Persons Scheme*)**

All wiring and electrical work will be designed, installed, inspected and tested in accordance with the requirements of BS7671, the IEE 16th edition Wiring Guidance and Building Regulation Part P (electrical safety). On completion of the works a copy of the Installer's Electrical Installation Test Certificate compliant with BS7671 is to be provided to the client and the local authority.

**AND**

Prior to covering all wiring/cables the applicant is to ensure that the installation is inspected by a competent person and on completion of the work, in addition to the Installation Certificate, an additional competent person's Electrical Installation Test Certificate compliant with BS7671 is to be provided to the client and local authority.

**ALTERNATIVELY**

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**Statement B (*intending to use the Competent Persons Scheme*)**

All wiring and electrical work will be designed, installed, inspected and tested in accordance with the requirements of BS7671, the IEE 16th edition Wiring Guidance and Building Regulations Part P (electrical safety) by a competent person registered with an electrical self-certification scheme authorised by the Secretary of State (ie a member of a prescribed competent persons scheme).

**AND**

The prescribed competent person is to send to the local authority a self-certification certificate within 30 days of the electrical works' completion. The client must receive both a copy of the self-certification certificate and a BS7671 Electrical Installation Test Certificate from the prescribed competent person.



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A quality assured London borough  
for Building Control Services



**Additional information may be requested by the local authority pursuant to Schedule I of the Building Regulations 2000 as amended. IF IN DOUBT - PLEASE CONTACT BUILDING CONTROL FOR ADVICE**

**The Building (Local Authority Charges) Regulation 1998.**

Plans shall not be treated as deposited in accordance with the principal regulations for the purpose of section 16 of the Act unless the local authority have received any plan fee payable in respect of those plans in accordance with Regulation 22 and, where Regulation 13 applies, that Regulation has been complied with.

Where this Regulation applies, the deposited plans shall be accompanied by a reasonable written estimate of the cost of the work in relation to the ( or/each ) building.

"Cost" does not include any professional fees paid to an architect, quantity surveyor or any other person.

"Estimate", in relation to the cost of carrying out work, means an estimate, accepted by the local authority, of such reasonable amount as would be charged for the carrying out of that work by a person in business to carry out such work, and references to "estimated cost" shall be construed accordingly.

The estimates mentioned above shall not include any amount payable by way of value added tax in relation to the carrying out of work to which the estimate relates.

**Regulation 14 of the Building Regulations 2000 as amended includes the following:-**

1 Full plans shall be deposited in duplicate, of which the local authority may retain one copy, and where Part B (Fire safety) imposes a requirement in relation to proposed building work, a further two copies of any such plans as demonstrate compliance with those requirements shall be deposited, both of which may be retained by the local authority.

A Full Plan application is also required where paragraph H4 of schedule 1 imposes a requirement (Regulation 12(4A)).

2 Full plans shall consist of:-

- a a description of the proposed building work or material change of use, and the plans, particulars and statements required by paragraphs (1) to (5) of regulation 14; and
- b any other plans which are necessary to show that the work would comply with these regulations.

3 Full plans shall be accompanied by a statement as to whether the building is put or is intended to be put to a use which is a 'relevant use' as defined by regulation 12(1).

'Relevant use' means a use as a workplace of a kind to which Part II of the Fire Precautions (Workplace) Regulation 1997 (as amended) applies or a use designated under section 1 of the Fire Precautions Act 1971.

4 Full plans may be accompanied by a request from the person carrying out building work that on completion of the works he/she wishes the local authority to issue a completion certificate in accordance with regulation 17.

**Regulation 15 includes the following:-**

Notice of commencement and completion of certain stages of work

- 1 A person who proposes to carry out building work shall not commence that work unless -
  - a he has given the local authority notice that he intends to commence work; **and**
  - b at least two days have elapsed since the end of the day on which he gave the notice
- 2 A person carrying out building work shall not -
  - a cover up any excavation for a foundation, any excavation, any damp proof course or any concrete or other material laid over a site; **or**
  - b cover up in any way any drain or sewer to which these Regulations applyunless 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.
- 3 A person who has laid, haunched or covered any drain or sewer in respect of which Part H of Schedule I (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.
- 4 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.

5 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.

6 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.

**Regulation 17 includes the following:-**

**Completion certificates**

- 1 A local authority shall give a completion certificate in accordance with this regulation where -
  - a they received a notice under regulation 15(4) or (5) that building work has been completed, or, that a building has been partly occupied before completion; **and**
  - b they have either -
    - i been notified in accordance with regulation 14(4) that the building is put or is intended to be put to a use which is a relevant use as defined by regulation 12(1), **or**
    - ii been requested to do so in accordance with regulation 14(5)
- 2 Where in relation to any building work or, as the case may be, to any part of the building which has been occupied before completion, a local authority have been able to ascertain, after taking all reasonable steps in that behalf, that the relevant requirements of Schedule I, specified in the certificate have been satisfied, they shall give a certificate to that effect.
- 4 A certificate given in accordance with this regulation shall be evidence (but not conclusive evidence) that the relevant requirements specified in the certificate have been complied with.

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