

Building control

OFFICIAL USE ONLY

BUILDING ACT 1984. THE BUILDING REGULATIONS 2010 (As Amended)

Notice is given in accordance with Building Regulations 12(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 fee. **(Block letters please)**. Please provide a contact telephone number and an email address.

Name
Address
Postcode
Telephone
Mobile
Email

1b Agent/Builder

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

Please provide a contact telephone number and an email address.

Name
Profession
Address
Postcode
Telephone
Mobile
Email

2a Address

Please give the address or location of proposed work

Postcode

2b Description of work

- Loft conversion
- Replacement windows
- Electrical works
- Internal alterations/ refurbishments
- Extension
- Underpinning
- Commercial fit-out
- All other works
- Detached garage/ carport
- Excavation of basement
- New build

Type of construction:
Timber framed
(New build housing only)

Yes No

Is Planning Permission
required?

Yes No

If Yes, what is the Planning
Reference number?

Please provide a **full and accurate description of the works proposed below**, including details of all electrical works, internal alterations and refurbishment works.

2c Electrical works

- 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 Not applicable (i.e. 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 being delayed or not issued.

3 Schedules of fees (Full Plans fee)

(Please indicate which schedules apply. For clarification on Building Control fees please ring 020 8753 3137.)

SCHEDULE A (Domestic extensions/loft conversion/basement conversion). Please complete the relevant boxes with the works you are proposing to carry out.

(Where a loft or basement conversion is undertaken at the same time as an extension, a separate fee shall be payable for the loft or basement conversion).

Extension: Yes No m²

Loft: Yes No m²

Basement extension: Yes No m²

SCHEDULE A (All other works not listed above and less than £100,000). Total estimated cost of work exclusive of VAT (include electrical works and replacement / installation of windows.

£ .

For this category of work, please provide a copy of estimated cost of works but exclude any new-build / extension / loft or basement where standard charges apply as listed above.

For work above £100,000 please contact Building Control for a fee quote on 020 8753 3387, 9.30am to 12.30pm, Monday to Friday or email buildingcontrol@lbhf.gov.uk

SCHEDULE A (New build housing)

Number of new dwellings.

Flats Houses

If you have completed more than one box above please give total cost of the building project (exclusive of VAT)

£ .

4 Building use

- a. Please state the purpose for which the building will be used (ie residential; commercial; industrial; mixed use etc):

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

- b. Is the use designated under the Regulatory Reform (Fire Safety) Order 2005 (as amended)?

Yes No

- d. Please state the existing 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 Supporting documents. Please provide a brief list of documents attached

6 New build dwellings and newly created dwellings ONLY

Do you have planning permission? Yes - Ref: No

Have planning specified any optional requirements? Yes No Awaiting permission

Please specify the number of units required under the following categories:

Part M4 (2) Accessible and adaptable dwellings

Part M4 (3) Wheelchair user dwellings (3)(a) Adaptable (3)(b) Accessible

Please specify how many litres is the requirement for Part G Water Efficiency 110 litres n/a

Please note that the above information is necessary to progress your application; if you do not have planning permission, this must be provided within 28 days of that consent being granted.

7 Signature and fees (please tick as appropriate)

<input type="checkbox"/> I do	<input type="checkbox"/> do not	agree to a conditional approval
<input type="checkbox"/> I do	<input type="checkbox"/> do not	agree to an extension of time from 5 weeks to 2 months to deal with my application

Signature Fee £ . Date

For debit and credit card payments or to request bank transfer details, please ring 020 8753 3137 or 020 8753 1681 or 020 8753 4865.

Notes

One copy of this application form should be completed and submitted with the appropriate plan fee, together with two copies of plans and particulars in accordance with Regulation 14. (Usually three copies are required where work is proposed to a designated building e.g. shop/office or use which comes within the scope of Regulatory Reform (Fire Safety) Order 2005.

Notice of commencement and completion of certain stages of work must be given to the local authority in accordance with Regulation 16. (See notes overleaf).

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.

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 18th 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

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 18th 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 (i.e. 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 is to receive both a copy of the self-certification certificate and a BS7671 Electrical Installation Test Certificate from the prescribed competent person.

Additional notes

Additional information may be requested by the local authority pursuant to Schedule 1 of the Building Regulations 2010 (As Amended).

IF IN DOUBT - PLEASE CONTACT BUILDING CONTROL FOR ADVICE

The Building (Local Authority Charges) Regulation 2010 (As Amended). 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 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 2010 (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(5)).

- 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 (l) 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 comes within the scope of the Regulatory Reform (Fire Safety) Order 2005. Regulation 14(4).

Building Control Service

London Borough of Hammersmith & Fulham, Town Hall Extension, King Street, Hammersmith, London W6 9JU

Telephone 020 8753 3137

020 8753 1681

020 8753 4865

Email buildingcontrol@lbhf.gov.uk

Web www.lbhf.gov.uk

Regulation 16 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 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.
- 3 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.
- 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 16(4) or (5) that building work has been completed, or, that a building has been partly occupied before completion.
- 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 1, specified in the certificate have been satisfied, they shall give a certificate to that effect.
- 3 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 there is any part of this publication that you require explained, translated or produced in large print or Braille please telephone 020 8753 3137.

We are a member of The British Standards Institution (BSI Group) Quality Assured Building Control Service.

