Building and Property Management

Building Notice

hammersmith & fulham

Building control

OFFICIAL USE ONLY

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

Notice Is given in accordance with Building Regulations l2 (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 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 of proposed work

Please give the address or location of proposed work Postcode

2b Description of work

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

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 for refurbishing 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

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 being delayed or not issued.

3 Date of commencement

D	D	M	M	Y	Y	Y	Y

4 Schedules of fees (Building Notice fee)

(Please indicate which schedules apply. For clarification on Building Control fees please ring 020 8753 3137 or 3939).

SCHEDULE B (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	m^2
Loft:	☐ Yes	☐ No	m^2
Basement extension:	☐ Yes	☐ No	m^2

SCHEDULE B (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 B (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)

£ . Total cost

5 Building use

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

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

c. Please state the existing number of storeys including basement.

6 Supporting documents. Please provide a brief list of documents attached

7 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.

8 Signature and Fees

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

Please make cheques payable to 'London Borough of Hammersmith & Fulham', or for debit and credit card payments, please ring 020 8753 3137 or 3939.

Signature £ . Date D D M M Y Y Y Y

Notes

One copy of this application form should be completed and submitted together with plans and particulars in accordance with Regulation 13 along with the appropriate charge in accordance with The Building (local authority charges) Regulations 2010 (As Amended).

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

Additional notes

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 2010 (As Amended) giving of a building notice or deposit of plans.

I. 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:
   a) give to the local authority a building notice in accordance with regulation 13; or
   b) deposit full plans with the local authority in accordance with regulation 14.
   c) 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 Regulatory Reform (Fire Safety) Order 2005.
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 and is a Gas Safe Registered installer.

Regulation 13 Includes the following:

1. In the case of the erection or extension of a building, a building notice shall be accompanied by
   a) a plan to a scale of not less than 1:1250 showing:
      I. the size and position of the building, or the building as extended, and its relationship to adjoining boundaries;
      II. 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;
      III. the width and position of any street on or within the boundaries of the curtilage of the building or the building as extended;

b) a statement specifying the number of storeys (each basement level being counted as one storey), in the building to which the proposal relates; and

c) particulars of

I. the provision to be made for the drainage of the building or extension:

II. the steps to be taken to comply with any local enactment which applies.

2. 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:

a) the name and type of insulating material to be used;

b) 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;

c) 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 I (hot water storage) imposes a requirement, a building notice shall be accompanied by a statement which specifies:

a) the name, make, model and type of hot water storage system to be installed;

b) 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 I;

c) 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 l6 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 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.

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

1 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.

Building Control Service

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

Telephone 020 8753 3137
020 8753 3939
Fax number 020 8753 2448
Email buildingcontrol@lbhf.gov.uk
Web www.lbhf.gov.uk

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 or 3939

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LABC

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