

1. The **applicant** is the person on whose behalf the work is being carried out. The **agent and/or the builder** are the person(s) acting on behalf of the applicant (if applicable).
2. **For a full plans application** - If your plans are for domestic use, send a copy of the application form and **two** copies of your plans plus the appropriate fee. For non-domestic use send **two** copies of the application form, but **four** copies of the plans and the appropriate fee.
3. **For a building notice** - One copy of the building notice should be sent with one copy of plans when necessary and the fee. If structural calculations are provided, an additional copy of plans must be supplied. This notice must be deposited at least two working days prior to commencement of work, excluding bank holidays.
4. A Building Notice shall cease to have effect from three years after it is given to the local authority, unless the work has commenced and been inspected before the expiry of that period.
5. These notes are for general guidance only, particulars regarding the submission of Building Notices are contained in Regulation 13 of the Building Regulations 2010 and, in respect of fees, in the current Building (Local Authority Charges) Regulations.
6. **For a regularisation application** - One copy of the application should be completed and submitted with plans and particulars indicating the works carried out, including structural calculations (where appropriate). In accordance with Building Regulation 18(3) the Council may require an applicant to take such reasonable steps, including exposing the unauthorised work for inspection, making tests and taking samples, as the Authority considers appropriate to ascertain if any remedial work is required to secure compliance with the relevant Regulations. It is your responsibility to ensure site visits are requested. Failure to qualify for a Certificate of Regularisation may affect future sales of your property.
7. Where Part B – Fire Safety (generally, only flats and commercial) imposes a requirement in relation to building work, a further two copies of the plans should be deposited.
8. Where the proposal includes the erection of a new building or extension, please supply a block plan to 1:1250, showing the site boundary in relation to adjacent properties and provision of drainage of the building/extension.
9. Where it is proposed to erect a building or extension over or within 3m of a public sewer shown on the map of public sewers a Building Notice will only be acceptable if consent has already been given by Thames Water prior to submission of the Building Notice.
10. Where the proposed work involves:
 - i) the insertion of insulating material into the cavity walls of a building
 - ii) the provision of an unvented hot water storage system
 - iii) electrical installation

This should be carried out by a competent person/s who should supply all the necessary information. For more information on the competent person scheme, see communities.gov.uk website.

Prevention and Detection of Fraud: "We must protect the public funds we handle and so we may use the information you have provided on this form to prevent and detect fraud. This may include matching the information on this form with other information we hold about you from other sources, including data held on computer records. We may also share this information, for the same purposes, with other organisations which handle public funds".



11. A fee is payable to cover all necessary site inspections and is due on submission of the Building Notice. A Guidance Note of Fees is available on request.
12. It is your responsibility to ensure site visits are requested. Notification is required when certain stages of work are ready for inspection. You will be notified by letter at what stages the Local Authority will need to inspect the work. If you are in any doubt about when inspections will be required please contact the Building Control Section for further guidance.
13. Subject to certain provisions of the Public Health Act 1936, any connections to the public sewer should be carried out with the agreement of the local water authority.
14. Applicants are warned that if it is their intention to apply for a House Renovation or Improvement Grant, they must make a separate application. Works **MUST NOT** commence until written approval of their Grant application is received from the Improvement Officer.
15. You should submit sufficient information with your application for the Local Authority to establish the extent of works you are intending to carry out. Please be aware that the Local Authority may request further information to support or justify your proposal.
16. Separate application must be made if the proposed works require permission under the Town and Country Planning Acts.
17. Works that are for the sole benefit and use of a registered disabled person may be exempt from Building Regulation charges. Please contact Building Control for clarification.
18. **Part P – Electrical Installations**
Building Regulations Part P relates to all electrical installations for kitchens, bathrooms and/or showers and includes any new mains or lighting ring anywhere in a domestic property. You will need to supply the Council with a certificate from the qualified electrician (who carried out the work) to prove that they comply, before the Council will consider any request to issue a Completion Certificate for related building works. The qualified electricians should be registered on a government approved competent persons scheme. Otherwise you will have to pay the Council to inspect your electrical installation and the current fee can be found on the Guidance Note of Fees, which is payable on deposit of your application.
Details of the competent persons scheme can be found at:
<http://www.competentperson.co.uk/>

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