

# Building Control Services

4th Floor Laurence House, 1 Catford Road, London SE6 4RU

Tel: 020 8314 8233 Fax 020 8314 3138

Email: building.control@lewisham.gov.uk



## BC1

**Building Act 1984**

**Building (Local Authority Charges) Regulations 2010**

**Building Regulations 2010**

### Building notice

- **Please Note: A Full Plans Application must be submitted under certain circumstances. (see note 1).**
- **For works solely concerning the installation of cavity wall insulation or an unvented hot water system (see note 2).**

You are reminded that that your proposals may also require permission under the Town and Country Planning Acts

#### 1. Location of the building or site to which the work relates.

Address .....

Postcode .....

Number of storeys (above ground level) .....

#### 2. Applicant's or homeowner's details

Name .....

Address .....

Postcode .....

Telephone ..... Mobile No .....

Email .....

#### 3. Builder details

Name .....

Address .....

Postcode .....

Telephone ..... Mobile No .....

Email .....

#### 4. Use and proposed use of building

For existing buildings state present use ( e.g house, flat, garage ) .....

For new or existing buildings state proposed use ( e.g house, flat, garage)

.....

**5. (a) Proposed works.**

.....  
.....  
.....

**(b) Numbers of any plans submitted (see note 3)** .....

**6. Fees** (see note 4)

**Schedule 1** Fees for small domestic works (including extensions and loft conversions)

Total floor area ..... m<sup>2</sup> £ .....

**Schedule 2** Fees for other works not included above.

Esitimated total cost £ ..... £ .....

Please ensure that all fees include VAT **Total fee enclosed** £ .....

Cheques should be made payable to "The London Borough of Lewisham".

To pay by credit or debit card contact the Building Control office at the number above

**7. Completion** (see note 5)

If you would like a Completion Certificate following a satisfactory final inspection, please tick

**8. Commencement date** (see note 6)

Proposed starting date if known .....

If not known, please tick to confirm that you will give 48 hours notice of commencement

**9. Statement**

This notice is given in relation to the works as described above, is submitted in accordance with Regulations 12 and 13 and is accompanied by the appropriate fee. (see note 7)

Name .....

Signature .....

Date .....

**For official use only**

Case no. ....

Officer .....

Valid? (Yes/No) .....

If not, date validated ..... / ..... / .....



## Notes

1. You must submit a Full Plans application if you plan to carry out work to a building which will be used for a relevant use under regulation 12 (1), for instance:

- A workplace under Part II of the Fire Precautions (Workplace) 1997, or a use designated under the Fire Precautions Act 1971. This currently includes shops, offices, hotels, factories and boarding houses.

We also request Full Plans for any new building or extension at ground level, to be approved by Thames Water.

2. Where the proposed work involves the insertion of insulating material in cavity walls of a building a notice in writing shall be required accompanied by:
  - The name and type of insulating material to be used
  - Proof that the insulation material is approved by the British Board of Agreement or conforms to a British Standard specification
  - Proof that the installer has a British Standards Institution Certificate of Registration or has been approved by the British Board of Agreement for the insertion of that material.

Where the proposed work involves the provision of an unvented hot water storage system, a notice in writing shall be accompanied by a statement as to:

- The name, type, make and model of system to be provided
- Proof that the system is approved by the British Board of Agreement
- Proof that the installer has been approved by the British Board of Agreement for the provision of that system.

3. One copy only of this form should be completed and submitted

- 3.1 Where the proposed work includes the erection of a new building or extension this notice shall be accompanied by the following:

- A block plan to a scale of not less than 1:1250 showing:
- The size and the 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;
- The provision to be made for the drainage of the building or extension.
- Where it is proposed to erect the building or extension over a sewer or drain shown on the relative map of public sewers, the precautions to be taken in building over a sewer or drain.

4. A fee is usually payable to contribute to the cost of site inspections, being a single payment which covers all necessary site visits until satisfactory completion of the work in accordance with the Building Regulations. A Guidance Note on Fees is available on request.

Cheques should be made payable to "The London Borough of Lewisham".

To make payments by credit/debit card please call the Building Control office.

5. **If you tick the box, we will issue a Completion Certificate when a final inspection has been made by a Building Control Officer and no fees are outstanding.**
6. If you do not know the date work is to commence, please inform us by telephone or in writing at least 48 hours before you start work on site.
7. This notice must be signed, either by the Applicant or their Agent.
8. Subject to certain provisions of the Public Health Act 1936 owners and occupiers of premises are entitled to have their private foul and surface water drains and sewers connected to the public sewers were available. Special arrangements apply to trade effluent discharges. Persons wishing to make such connections must give not less than 21 days notice to the Authority.

*The Local Authority does not enforce the Party Wall Act, but we can provide 'The Party Wall Act-An Explanatory Booklet', published by the Government's Communities and Local Government Department or on the website:*

[communities.gov.uk/publications/  
planningandbuilding/partywall](http://communities.gov.uk/publications/planningandbuilding/partywall)

**Further information and advice concerning Building Control and Planning matters may be obtained from the Local Authority:**

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Tel: 020 8314 8233 Fax: 020 8314 3138  
e-mail: [building.control@lewisham.gov.uk](mailto:building.control@lewisham.gov.uk)

### **Planning**

5th Floor Laurence House, 1 Catford Road SE6 4RU  
020 8314 7400 Fax: 020 8314 3127  
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