

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



BC1R

Building Act 1984

Building (Local Authority Charges) Regulations 2010

Building Regulations 2010

Regularisation

- **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 1).**

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) The building works or material change

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

(b) Numbers of any plans submitted (see note 2)

6. Fees (see note 3)

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

Total floor area m² £

Schedule 2 Fees for other works not included above.

Estimated 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 4)

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

8. Commencement date (see note 6)

Starting date if known

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 6)

Name

Signature

Date

For official use only

Case no.

Officer

Valid? (Yes/No)

If not, date validated / /



Notes – regularisation

1. Where the proposed work involved 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 that was used;
 - Proof that the insulation material used is approved by the British Board of Agreement or conforms to a British Standard specification;
 - Proof that the installer had a British Standards Institution Certificate of Registration at the time of installation or had been approved by the British Board of Agreement for the insertion of that material.

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

- The name, type, make and model of system that was 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.
2. One copy only of this form should be completed and submitted
 - 2.1 Where the proposed work included 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 the 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 that was made for the drainage of the building or extension.

Where the building or extension is erected over a sewer or drain shown on the relative map of public sewers, state the precautions that were taken in building over the sewer or drain.

3. 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.
4. **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.**
5. Regulation 21(3) requires the work to comply with the Building Regulations in force at the time that the unauthorised building work were carried out. If you cannot provide evidence to confirm this date you will be expected to comply with the regulations in force when this notice is deposited.
6. This notice must be signed, either by the Applicant or their Agent.
7. The Local Authority does not enforce the Party Wall Act, but we can provide 'The Party Wall Act An Explanatory Booklet', published by the Office of the Deputy Prime Minister.

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:

London Borough of Lewisham

Building Control Services

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

Tel: 020 8314 8233 Fax: 020 8314 3138

e-mail: building.control@lewisham.gov.uk

Planning

5th Floor Laurence House, 1 Catford Road SE6 4RU

020 8314 7400 Fax: 020 8314 3127

e-mail : planning@lewisham.gov.uk