

# Building Control Services

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

Tel: 020 8314 8233

Email: [building.control@lewisham.gov.uk](mailto:building.control@lewisham.gov.uk)



## Building Act 1984

## Building (Local Authority Charges) Regulations 2010

## Building Regulations 2010

### Full plans submission

You are reminded 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 (Notes 1)

Name .....

Address .....

..... Postcode .....

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

Email.....

#### 3. Agent Details

Name .....

Address .....

..... Postcode .....

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

Email.....

#### 4. Principal Contractor/Sole or Lead Contractor

Name .....

Address .....

..... Postcode .....

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

Email.....

## 5. Principal Designer/Sole or Designer

Name .....

Address .....

..... Postcode .....

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

Email .....

## 6. Use and proposed use of building

For existing buildings state present use .....

For new or existing building state proposed use .....

**7(a) Proposed works** .....

.....

.....

**(b) Numbers of plans submitted** .....

**(c) Additional information which may assist in the processing of your application**

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## 8. Fees

Plan Fee

**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 estimates. Total cost £ ..... £ .....

Please ensure that all fees include VAT

**Total Fee Enclosed** £ .....

## 9. Building Act 1984 Section 16 (tick as appropriate)

a) I agree to a conditional approval. (Note 5) ☐

b) I agree to an extension of time of up to 2 months. (Note 6) ☐

**10. Completion (Note 8) If you would like a completion Certificate following a satisfactory final inspection, please tick.** ☐

## 11. Statement

This notice is given in relation to the works as described above, is submitted in accordance with Regulations 12, 12(a) and 14, and is accompanied by the appropriate fee. (Note 10)

Name .....

Signature .....

Date .....

## Notes

1. The word 'Applicant' refers to the owner or tenant of the building or site to which the notice applies.
2. One copy of this form should be completed and submitted with two sets of plans and particulars, in accordance with the provisions of Building Regulation 14 (2)(a). You should provide two extra sets of plans either if part B of Schedule 1 of the Building Regulations applies, to show compliance with part B (Fire), or if you intend to build over a Thames Water service. As much detail as possible should be shown on the plans.
3. Fees are payable in two stages. The first fee must accompany the deposit of plans and the second fee is payable after the first site inspection of work in progress. This second fee is a single payment in respect of each individual building, to cover all site visits and consultations that may be necessary, until the work is satisfactorily completed. The appropriate fee is dependent upon the type of work proposed. Fee scales and methods of calculation are set out in the Guidance Note on Fees, which is available on request.
4. 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, where available. Special arrangements apply to trade effluent discharge. Persons wishing to make such connections must give not less than 21 days' notice to the Authority.
5. Section 16 of the Building Act 1984 provides for the passing of plans subject to conditions. These conditions may specify modifications to be deposited with the Building Control Officer.
6. Section 16 of the Building Act 1984 requires the processing of your application within five weeks, unless you agree to extend the time limit up to a maximum of two months. This extension of time will help avoid your application being rejected, by allowing further time for discussion or possible amendment of drawings.
7. Please give us notice of two working days that you intend to start work on site. You may do this by writing to the address below.
8. If the box is ticked, we will issue a Completion Certificate when a final inspection has been made by a Building Control Officer and no fees are outstanding.
9. Please complete the Building Control Notice of Completion Form at the end of the project
10. This notice must be signed, either by the Applicant or their Agent.

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](https://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

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