

The Building Act 1984  
The Building Regulations 2010  
(As amended)

Building Regulations  
Plan Number:

To: Martin Ramsey  
**Building Control Manager**  
London Borough of Havering  
Mercury House  
Mercury Gardens  
Romford RM1 3SL

Deposited .....

Refused .....

Approved .....

This form is to be filled in by the person who intends to carry out the building work or their agent. If the form is unfamiliar please read the notes over or consult the office indicated above. Please type or use block capitals.

<b>1</b>	<b>Applicant's Details</b> (See note 1) Name:..... Address:..... .....Postcode:..... Tel:.....Email:.....Fax:.....
<b>2</b>	<b>Agent's Details</b> (If applicable) Name:..... Address:..... .....Postcode:..... Tel:.....Email:.....Fax:.....
<b>3</b>	<b>Location of building to which work relates</b> Address:..... .....Postcode:.....
<b>4</b>	<b>Proposed work</b> Number of Storeys:..... Description:..... .....
<b>5</b>	<b>Use of Building</b> 1. If new building or extension, please state proposed use:..... 2. If existing building, state current use:..... 3. Is the building to be put, or intended to be put, to a use which the Regulatory Reform (Fire Safety) Order 2005 applies (see note 5)? YES/NO
<b>6</b>	<b>Conditions</b> (See note 6) Do you consent to the plans being passed subject to conditions where appropriate? YES/NO
<b>7</b>	<b>Statutory Period</b> Do you agree to a three week extension of the five week period? YES/NO
<b>8</b>	<b>Charges</b> (see separate Charges Schedule for information) 1. If Table 1 work please state number of dwellings: ..... 2. If Table 2 work please state floor area : .....m <sup>2</sup> 3. If Table 3 work please state the estimated cost of work excluding VAT: £..... Plan Charge: £.....plus VAT: £.....Total: £.....
<b>9</b>	<b>Completion certificate</b> Do you require a completion certificate following satisfactory completion of the building work? YES/NO
<b>10</b>	<b>Statement</b> This notice is given in relation to the building work as described, and is submitted in accordance with regulation 12(2)(b); and is accompanied by the appropriate charge. I understand, and the applicant is aware, that further charges may be payable following the first inspection by the Building Control Surveyor.  Name:..... Signature:..... Date:.....

Notes:

1. The applicant is the person on whose behalf the work is being carried out, e.g. the building's owner.
2. Two copies of this notice should be completed and submitted with plans and particulars in duplicate in accordance with the provisions of Building Regulation 14. Subject to certain exceptions where Part B (*Fire safety*) imposes a requirement in relation to proposed building work, to a designated building, two further copies of plans which demonstrate compliance with the requirements should be deposited.
3. Subject to certain exceptions a Full Plans Submission attracts charges payable by the person by whom or on whose behalf the work is to be carried out. Charges are payable in two stages. The first charge must accompany the deposit of plans and the second charge is payable after the first site inspection of work in progress. This second charge is a single payment in respect of each individual job (*as defined in the Councils charge scheme*), to cover all site visits and consultations, which may be necessary until the work is satisfactorily completed.  
Table 1 prescribes the plan and inspection charges payable for certain new dwellings.  
Table 2 prescribes the charges payable for small alterations and extensions to a dwelling home, and the addition of a small garage or carport.  
Table 3 prescribes the charges payable for all other cases.  
The appropriate charge is dependant upon the type of work proposed. Charge scales and methods of calculation are set out in the Charges Schedule, 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 appropriate authority.
5. The Regulatory Reform (Fire Safety) Order 2005 applies to most premises except domestic premises. "Domestic premises" means premises occupied as a private dwelling (including any garden, yard, garage, outhouse, or other appurtenance of such premises which is not used in common by the occupants of more than one such dwelling).
6. Section 16 of The Building Act 1984 provides for the passing of plans subject to conditions. The conditions may specify modifications to the deposited plans and/or that further plans shall be deposited.
7. These notes are for general guidance only, particulars regarding the deposit of plans are contained in Regulation 14 of the Building Regulations 2000 and, in respect of charges, in the Building (Local Authority Charges) Regulations 2010 and the 'Charge Scheme' adopted by the Council.
8. Persons proposing to carry out building work or make a material change of use of a building are reminded that permission may also be required under the Town and Country Planning Acts.
9. **Party Wall etc. Act 1996**  
Your attention is drawn to the Party Wall etc. Act 1996, which came into force on the 1<sup>st</sup> July 1997. Independent (legal) advice should be sought on its implications in relation to the works detailed within this application.
10. Further information and advice concerning the Building Regulations and Planning matters may be obtained from Building Control or Planning Control respectively at The Public Advice and Service Centre, Liberty Shopping Centre, Romford between 9am and 2pm.