

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

Date Received

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

Building Regulations
 Plan Number:

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.

1	Applicant's Details (See note 1) Name:..... Address:.....Postcode:..... Tel:..... Email:..... Fax:.....
2	Agent's Details (If applicable) Name:..... Address:.....Postcode:..... Tel:..... Email:..... Fax:.....
3	Location of building to which work relates Address:.....Postcode:.....
4	Proposed work Number of Storeys:..... Description:..... Date of commencement (if known, see note 6):.....
5	Use of Building 1. If new building or extension, please state proposed use:..... 2. If existing building, state current use:.....
6	Charges (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 ² 3. If Table 3 work please state the estimated cost of work excluding VAT: £..... Building Notice Charge: £..... plus VAT: £..... Total: £.....
7	Completion certificate Do you require a completion certificate following satisfactory completion of the building work? YES/NO
8	Statement This notice is given in relation to the building work as described, and is submitted in accordance with regulation 12(2)(a); and is accompanied by the appropriate Charge. Name:..... Signature:..... Date:.....
9	Planning Permission Does this proposal require Planning Permission – YES / NO / NOT SURE If YES, please provide Planning Reference If NOT SURE, please contact Planning on 01708 433100

Note: A Building Notice may not be used in the following situations: -

1. If the building work is in relation to a building which the Regulatory Reform (Fire Safety) Order 2005 applies.
2. If the building is intended to be constructed over a drain, sewer or disposal main to which paragraph H4 of Schedule 1 imposes a requirement.

Notes:

1. The applicant is the person on whose behalf the work is being carried out, e.g. the building's owner.
2. One copy only of this notice should be completed and submitted.
3. **Where the proposed work includes the erection of a new building or extension this notice shall be accompanied by the following:**
 - a. **A block plan to a scale of not less than 1:1250 showing: -**
 - b. **The size and the position of the building, or the building as extended, and its relationship to adjoining boundaries:**
 - c. **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:**
 - d. **The width and position of any street on or within the boundaries of the curtilage of the building, or the building as extended.**
 - e. **The provision to be made for the drainage of the building or extension.**
4. Where the proposed work involves the insertion of insulating material into the cavity walls of a building this building notice shall be accompanied by a statement as to: -
 - a. The name and type of insulating material to be used:
 - b. Whether or not the insulating material is approved by the British Board of Agreement or conforms to a British Standard specification:
 - c. Whether or not the installer is a person who is the subject of a British Standards Institution Certificate of Registration or has been approved by the British Board of Agreement for the insertion of that material.
5. Where the proposed work involves the provision of an unvented hot water storage system, this building notice shall be accompanied by a statement as to: -
 - a. The name, make, model and type of hot water storage system to be installed.
 - b. The name of the body, if any, which has approved or certified that the system is capable of performing in a way which satisfies the requirements of Part G of Schedule 1 to the Building Regulations 2000.
6. Persons carrying out building work must give written notice of the commencement of the work at least two days beforehand.
7. A charge is usually payable when depositing a building notice. It is a single payment, which covers all necessary site visits until satisfactory completion of the work in accordance with the Building Regulations.
8. The building notice charge is calculated in accordance with current charge regulations and the 'charge scheme' adopted by the Council.
9. 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.
10. These notes are for general guidance only, particulars regarding the deposit of Building Notices are contained in Regulation 13 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.
11. 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.
12. **Party Wall etc. Act 1996**
Your attention is drawn to the Party Wall etc. Act 1996, which came into force on the 1st July 1997. Independent (legal) advice should be sought on its implications in relation to the works detailed within this application.
13. 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.