



Address:
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Building Control, Newham Dockside
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London E16 2QU

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Book Inspection: 0208 430 2000
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DEPOSIT OF BUILDING NOTICE APPLICATION

Building Act 1984: Schedule 1, Paragraph 2(A)
The Building Regulations 2000: Regulations 12(2)(A)
The Building (Local Authority Charges) Regulations 2010

1. Person(s) on whose behalf the work is to be carried out	
Mr/Mrs/Miss First Name..... Surname.....	
Company Name (If Applicable):	
Address:	
..... Post Code:	
Email:	Tel No:
<i>Please provide an email address as this is our preferred method of communication</i>	

2. Agent/Builder (if applicable)	
Tel No: Email:	

3. Full postal address of where works carried out:.....	
.....	
Office Use:	

4. Description of work:.....	
.....	
4(a) Electrical Work to Domestic Premises: Are electrical works proposed as part of the scheme? Y / N	
Are existing electric's effected by the proposed scheme? Y / N	
If you have answered Yes to either of the above are you proposing to use an electrical contractor who can self certify the works under a Government Approved "Competent Person Scheme"? Y / N	

5. Current use of building:.....	
Proposed use of building:.....	
Office use: Purpose Group	

6. Fees: Schedule 1. Number of Dwellings Value of work: £	
Schedule 2. Floor area: M ²	
Schedule 3. Value of work: £.....	

I/We give notice of intention to carry out building work or make a material change of use in accordance with Regulation 12(2)(a)	
Signed	Dated:
Print Name:	

PLEASE READ THESE GUIDANCE NOTES PRIOR TO THE SUBMISSION OF THIS BUILDING REGULATION APPLICATION

Note 1: Identification of a company - If you are an Unincorporated Body or Association, please give name of the responsible person. If you are a Corporate Body, please identify your company status eg. Ltd. Plc.

Note 2: Designated for particular work
See the Regulatory Reform (Fire Safety) order 2005

Note 3: Charges for particular work

If the work is for the insertion of cavity wall insulation you will be required to supply:

- a) the name and type of insulating material to be used
- b) whether or not the insulation material is approved by the British Board of Agrément 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 Agrément for the insertion of that material.

Charges are required only where installation is not certified to an approved standard; and is not installed by an approved installer.

Note 4 Charge exemption

Where building work is solely for the use and benefit of a disabled person(s), there is a fee exemption. Please discuss with Building Control. Also refer to Note 3.

In the case of building work which involves the provision of hot water storage systems in relation to which paragraph G3 of Schedule 1 of the Regulations imposes requirements, the following details will be required:

- a) the name and type of system to be provided
- b) whether or not the system is approved by the British Board of Agrément or British Standards or alternatively an Approved Body certifying that the system complies and is capable of performing in a way that it satisfies the requirements of Paragraph G3.
- c) whether or not the installer has been approved by the British Board of Agrément or a similar Approving Body for the provision of that system.

Charges are required where the installation is not part of a larger project and where the Local Authority carry out an inspection.

General notes

In the case of an erection or an extension of a building, the application shall be accompanied by:

- a) a plan to a scale of not less than 1:1250 showing
 - i) the size and position of the building, or the building as extended and its relationship to adjoining boundaries;
 - ii) the size and position and use of every other building or proposed building within the boundaries/curtilage of the building above
 - iii) the width and position of any street on, or within the boundary of the curtilage of the building or the building as extended
- b) particulars of:
 - i) the provision to be made for the drainage of the building(s) or extension;
 - ii) where Regulation 15 applies (building over a sewer) the precautions that 15 will be taken in building over the sewer or drain shown on the relevant map of sewers and
 - iii) if any local enactment applies, the steps to be taken to comply with it.

COMMENCEMENT OF BUILDING WORK

Notice of commencement shall be received in writing giving a minimum of 48 hours excluding weekends and public holidays prior to commencement of work. Other notices can be given by telephone or other arrangement giving at least 24 hours notice.

CHECK LIST BEFORE YOU SUBMIT THIS FORM:

1. Ensure all boxes have been completed
2. Application form must be signed
3. Enclose the correct building notice charge (see charge Tables A-C)
4. Attach plans and specification which could aid in the processing of this application.
5. All cheques to be crossed and made payable to the 'London Borough of Newham'.

Please discuss the submission of your application with any member of Building Control if you have difficulties in understanding any section.

Inspection of domestic electrical work by the L.B.Newham Building Control Unit.

You are **strongly advised** to use an electrician who can self certify their own work as part of a competent persons scheme. If you elect to use the Council to check the electrical installation. There will be an additional charge of £292.00 + VAT.

Should you however decide to use the Council to check the electrics for compliance with the electrical safety standards the following will apply:

1. The electrician you appoint is fully responsible for the design and installation of the electrics. The Council will not be able to advise the applicant or the electrician on how to comply with the regulations.
2. The Council will carry out a maximum of two inspections on the electrical installations. The first will be when the electrical work is nearing completion but is still fully exposed for visual inspection. The second inspection will be when the electrical work is completed, at which time the inspector will carry out a number of tests.
3. If after the second inspection the inspector does not approve the electrical works the Council will not carry out any further inspections. It will be the responsibility of the applicant to arrange and pay for an independent electrician who is a member of a competent person scheme to further inspect and when ready certify the electrics to the Council using a certificate complying with BUS 7671.
4. The Council will not issue the Building Regulation completion certificate for the whole project until the above is complied with fully.