

To: **London Borough of Hackney**
Building Control
Hackney Service Centre
1 Hillman Street, London E8 1DY
Tel: 020 8356 8124/5 (4 lines)
Fax: 020 8356 8122



FULL PLANS APPLICATION



ALSO SEE NOTES OVERLEAF

Statement

I/We hereby give notice in accordance with Building Regulation 12(2)(a) of my/our intention to carry out the building work or material change of use as described below.

1 Applicant's details (Owner) *(see note 2)* Please Note: The OWNER is responsible for inspection fees.

Title: _____ Surname: _____ First Names (in full): _____

Address: _____

Postcode: _____

Company Name: _____ Company Registration No: _____

Company Registered Address: _____

Postcode: _____

Tel: _____ Fax: _____ Email: _____

2 Agent's details *(if applicable)*

Address: _____

Postcode: _____

Tel: _____ Fax: _____ Email: _____

Company Name: _____ Company Registration No: _____

Company Registered Address: _____

Postcode: _____

Tel: _____ Fax: _____ Email: _____

3 Location of building to which work relates

Address: _____

Postcode: _____

Tel: _____ Fax: _____ Email: _____

Company Name: _____ Company Registration No: _____

Company Registered Address: _____

Postcode: _____

Tel: _____ Fax: _____ Email: _____

4 Description of Proposed Work

If the proposed works involve Building Regulation Part P electrical Safety, confirm whether you are Intending to use an Authorised Competent Person.

YES/NO

PLEASE CHECK THAT ALL SECTIONS HAVE BEEN FILLED IN IF NOT THE FORM WILL BE RETURNED TO THE APPLICANT WHICH MAY RESULT IN A DELAY PROCESSING YOUR APPLICATION

5 Use of Building

1. If new building or extension please state proposed use: _____
2. If existing building state present: _____
3. **Applicant should comply with Regulatory Reform (Fire Safety) Order 2005.**

6 Method of drainage (Eg to public sewer, septic tank, cesspit)

1. Foul Water _____
2. Surface Water _____

7 Commencement Date (see note 3)

8 Charges (see note 4 and separate Guidance Note of charges for information)

If new "build house and flats" please state number of dwellings _____ No _____

If "small buildings and domestic extensions" please state floor area _____ m² _____

If "other work" please state estimated cost of work excluding VAT (see note 5) _____ £ _____

Building Notice Charge £ VAT £ TOTAL CHARGE £

Inspection charge £ VAT £ TOTAL CHARGE £

If an Inspection charge is payable, the invoice should be sent to:- The Applicant / the Agent. Please provide the Name, Address and Telephone number of the person responsible for paying the Inspection charge below.

(Cheques made payable to "The London Borough of Hackney")

9 The Plans (see note 6)

I agree to a conditional passing of plans if appropriate. (YES/NO)

I request a completion certificate following Satisfactory completion of the building work (YES/NO)

To help you!

PLANNING PERMISSION: Has planning permission been granted for this scheme? YES/NO Ref No. _____

I/we hereby deposit full plans in accordance with Regulation (12)(2)(b) of The Building Regulations 2000 and in the event of an extension of time being necessary, I agree to the statutory period being extended to two months from the date of deposit.

Signature of Applicant _____ Status: (Owner/Agent etc) _____

Date _____

PLEASE CHECK THAT ALL SECTIONS HAVE BEEN FILLED IN IF NOT THE FORM WILL BE RETURNED TO THE APPLICANT WHICH MAY RESULT IN A DELAY PROCESSING YOUR APPLICATION

Office use only	Agreed By:	Agreed Charge £	Amount Received £	Method Cash/Cheque	Date
	Comments				

NOTE 1: The applicant is the person on whose behalf the work is being carried out e.g. the building owner.

NOTE 2: For the purposes of Regulations 12(3) and 14(4) a relevant use under the Fire Precautions Act 1971 and / or the workplace Regulations includes the following:-

- 1(2) (a) use for any purpose involving the provision of sleeping accommodation. (NOT dwelling houses);
- (b) use as an institution providing treatment or care;
- (c) use for entertainment, recreation or instruction or for purposes of any club, society or association;
- (d) use for teaching, training or research;
- (e) use involving access to the premises by members of the public, whether on payment or otherwise;
- (f) use as a place of work (office, shop, factory, warehouse etc.).

Regulation 16 includes the following: -

- 1) Where a new dwelling is created by building work or by a material change of use in connection with building work is carried out, an energy rating shall be calculated and notices of the rating given to the Local Authority. The rating should be given at the time of submission of details or 5 days prior to occupation.

NOTE 3: Regulation 15 of the Building Regulations 2000 includes the following:-

- 1) A person who proposes to carry out building work shall not commence that work unless –
 - (a) he has given the local authority notice that he intends to commence work; and
 - (b) at least two days have elapsed since the end of the day on which he gave the notice.
- 2) A person carrying out building work shall not –
 - (a) cover up any excavation for a foundation, any foundation, any damp-proof course or any concrete or other material laid over a site; or
 - (b) cover up in any way any drain or sewer to which these Regulations apply unless he has given the local notice that he intends to commence that work, and at least one day has elapsed since the end of the one he gave the notice.
- 3) A person who has laid, haunched or covered any drain or sewer in respect of which Part H of Schedule 1 (drainage and waste disposal) imposes a requirement shall give notice to that effect to the local authority not more than five days after the completion of the work.
- 4) A person carrying out building work shall, not more than five days after that work has been completed, give the local authority notice to that effect.
- 5) Where a building is being erected, and that building (or any part of it) is to be occupied before completion, the person carrying out that work shall give the local authority at least five days notice before the building or any part of it is occupied.
- 6) Where a person fails to comply with paragraphs (1) to (3) he shall comply within a reasonable time with any notice given to the by the local Authority requiring him to cut into, lay open or put down so much of the work as prevents them from asserting whether these regulations have been complied with.
- 7) If the Local Authority have given notice specifying the manner in which any work contravenes the requirements in these regulations, a person who has carried out further work to secure compliance with the regulations shall within a reasonable time after completion of such work give notice to the local authority of its completion.

NOTE 4: London Borough of Hackney Building Regulations charges scheme 1999(as amended)

The Building (Local Authority Charges) Regulations 1998

- 1) Plan charges for or in connection with the passing or rejection by the local authority of plans of proposed building work deposited with them in accordance with Section 16 of the Building Act 1984(as amended).
- 2) Inspection charges for or in connection with the inspection of building work for which plans have been deposited in accordance with the Building Regulations 2000 and with Section 16 of the Building Act 1984(as amended).
- 3) The estimated cost of building work is to be construed from the definition of 'estimate' in clause 7 above, and where reference is made to building works, covers that work which requires approval for building regulations by the London Borough of Hackney. Estimates should therefore be aggregated or disaggregated as appropriate to establish the correct amounts to be charged.
- 4) Any plan charge shall be payable when the plans of the building work are deposited with the local authority.
- 5) Any charge which is payable to the local authority shall be paid together with an amount equal to any value added tax payable in respect of that charge.

NOTE 5: London Borough of Hackney Building Regulations charges scheme 1999 (as amended)

Written estimates of the cost of the building work must be submitted to the London Borough of Hackney in the cases where charges are based on estimated costs of building work, no later than the time when plans are deposited under Section 16 of the Building Act 1984(as amended) or a building notice is given.

NB 'Estimate' in relation to the cost of carrying out building work, means an estimate, accepted by the local authority, of such reasonable amount as would be charged for the carrying out of that building work by a person in business to carry out such building work (excluding the amount of any value added tax chargeable), and references to "estimated cost" shall be construed accordingly.

Regulation 21 of the Building Regulations 2000 reads as follows:-

A person who intends to regularise " unauthorised work" shall deposit details and regularisation form as required under Reg 21

NOTE 6: Regulation 14 of the Building Regulations 2000 includes the following:-

Full plans shall be deposited in duplicate, of which the local authority may retain one copy, and where Part B (Fire Safety) imposes a requirement in relation to proposed building work, a further two copies of any such plans as demonstrate compliance with those requirements shall be deposited, both of which may be retained by the local authority.

NOTE 7: Regulation 13 of the Building Regulations 2000 includes the following:-

- 1) An application should be accompanied by:
 - (a) A description of the proposed building work or material change of use; and
 - (b) Particulars of the location of the building to which the proposal relates and the use or intended use of that building.
- 2) In the case of the erection or extension of a building an application should 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 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;
 - (iii) the width and position of any street on or within the boundaries 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 or extension;
 - (ii) the precautions to be taken in building over a drain, sewer or disposal main as mentioned in section 18 of the Act(d) (building over sewers etc.); and
 - (iii) the steps to be taken to comply with any local enactment which applies.

