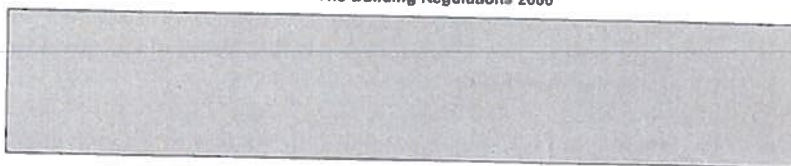


London Borough Of Haringey  
 Building Control  
 Level 6, River Park House  
 225 High Road  
 London  
 N22 8HQ

# BUILDING NOTICE SUBMISSION

The Building Act 1984  
 The Building Regulations 2000

Tel: 020 8489 5504 Fax: 020 8489 5229  
 E-mail: building.control@haringey.gov.uk  
 Website: www.haringey.gov.uk



**1 Location of building to which work relates** (see help notes overleaf)

Address: \_\_\_\_\_  
 Postcode: \_\_\_\_\_ Tel: \_\_\_\_\_ email: \_\_\_\_\_

**2 Applicant's / Owner's details** (see help notes overleaf)

Mr / Mrs / Ms | Forename: \_\_\_\_\_ Surname/Company: \_\_\_\_\_  
 Address: \_\_\_\_\_  
 Postcode: \_\_\_\_\_ Tel: \_\_\_\_\_ email: \_\_\_\_\_

**3 Agent's / Architect's details**

Mr / Mrs / Ms | Forename: \_\_\_\_\_ Company Contact Name: \_\_\_\_\_  
 Address: \_\_\_\_\_ Surname/Company: \_\_\_\_\_  
 Postcode: \_\_\_\_\_ Tel: \_\_\_\_\_ email: \_\_\_\_\_

**4 Builder's / Contractor's details**

Mr / Mrs / Ms | Forename: \_\_\_\_\_ Company Contact Name: \_\_\_\_\_  
 Address: \_\_\_\_\_ Surname/Company: \_\_\_\_\_  
 Postcode: \_\_\_\_\_ Tel: \_\_\_\_\_ Mob: \_\_\_\_\_

**5 Electrical Contractor's details**

Mr / Mrs / Ms | Forename: \_\_\_\_\_ Competent Person Name: \_\_\_\_\_ Reg No. \_\_\_\_\_  
 Address: \_\_\_\_\_ Surname/Company: \_\_\_\_\_  
 Postcode: \_\_\_\_\_ Tel: \_\_\_\_\_ Mob: \_\_\_\_\_

**6 Proposed Work** (see help notes overleaf)

Description: \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_ No. of Storeys

**7 Use of building** (see help notes overleaf)

1. Existing use of building: HOUSE  FLAT   
 2. Proposed use of building: HOUSE  FLAT

Charges Schedule 1	Schedule 2	Schedule 3
Number of Homes	Total Floor Area of Extension(s) m <sup>2</sup>	Estimate Costs of Works £
CHARGE SUBMITTED WITH THIS APPLICATION = £		

**9 Statement**

I have read the guidelines and filled in the form above with information that, as far as I know, is accurate. I understand that there is a charge for a completion certificate. This notice is in relation to building work described and in line with Regulation 12(2)(a) of the Building Regulations 2000 and is accompanied with the appropriate fee. This application is valid for 3 years, from the date of deposit, to commencement of the works

Name: \_\_\_\_\_ Signature: \_\_\_\_\_ Date: \_\_\_\_\_

FOR OFFICIAL USE ONLY		
Fee Paid	Receipt Number	Date Received



Please Make Cheques Payable to "London Borough of Haringey"

## Best Value Assessment

Haringey Council is committed to providing an excellent service and values any comments on the service provided. Please spend a few moments to say if you agree or disagree with the following statement.

Please put the relevant number in the box after each statement

1 - Disagree, 2 - Neither agree nor disagree, 3 - Agree

- |  |   |                          |
|--|---|--------------------------|
| I found the application form clear and straightforward to use. | - | <input type="checkbox"/> |
| The fees were easy to understand.                              | - | <input type="checkbox"/> |
| Building Control Staff were helpful.                           | - | <input type="checkbox"/> |
| I received all the relevant information.                       | - | <input type="checkbox"/> |
| Overall, I feel satisfied with the service I have received.    | - | <input type="checkbox"/> |

## Checklist

- Please make sure you send the following with your application**
- The correct Building Notice charge (please see the enclosed charge sheet).
- If the planned work involves putting up a new building or extension, please include a block to plan scale of not less than 1: 1250 showing:
  - The size and position of the building, or the extended building, and its relationship to the boundaries next to it;
  - The boundaries of the grounds of the building, or the extended building, and the size, position and use of every other building or planned building within the grounds;
  - The width and position of any street on or within the boundaries of the grounds of the building or the extended building; and
  - Your plans for draining the building or extension.
- If the planned work involves putting insulating material in the cavity walls of a building, please include:
  - The name and type of insulating material you are going to use
  - Whether or not the insulating material has been approved by the British Board of Agreement or meets British Standards; and
  - Whether or not the person putting the insulation in has a British Standards Institution certificate of registration or has been approved by the British Board of Agreement.
- If the planned work involves putting in an unvented hot water storage system, please include:
  - The name, make and type of hot water storage system you are going to put in;
  - The name of the organisation, if any, which as approved or confirmed that the system meets the requirements of part G schedule 1 to the Building Regulation 2000; and
  - The name of the organisation, if any, which has given the workman who will fit the system an identity card.

**Help Notes for completing the Building Notice Submission application form.**

- 1 The Full Site Address of where the works are to be carried out.
- 2 The Applicant / Owner is the person who is responsible for having the work done.
- 3 & 4 & 5 Please complete the contact details for the Architect, Agent, Builder or Contractor, where relevant.
- 6 The description of the works that are going to be carried out on the site.  
The total number of storeys of the building after the works.
- 7 The existing and proposed uses of the building are specified.  
If the building is a work place then it is of 'Relevant Use' and you must submit a full plans application.
- 8 We assess charges for the Building Notice application based on the information you give in this section.  
You must send the payment with your first application.  
If you require a completion certificate, an additional fee may apply.  
Schedule 1 fees are used for a new dwelling(s) up to 3 storeys high including basement 300m<sup>2</sup>  
Schedule 2 fees are used for residential extensions up to 60m<sup>2</sup> and detached buildings up to 40m<sup>2</sup>  
Schedule 3 fees are used for all other works.
- 9 Please sign and date the form. Failure to complete this section will result in delays in the processing of your application.

Please Tear Along Perforated Edge and Retain This Section

**Charges Information:**

The Building Regulation Charges are divided into Plan and Inspection Charges, Building Notice Charges and Regularisation Charges.

All charges are subject to VAT at the appropriate rate except the Regularisation Charge.

1. **Full Plans** - The Plan Charge must be paid on the deposit of the Plans with the Council.
2. **Building Notices** - The Charge must be paid when the Notice is submitted to the Council.
3. **Inspection Charge** - This charge is payable after the first inspection has been made, by the person responsible for the works.
4. **Regularisation Charges** - This is 120% of the Building Notice Charge.
5. **Exemption** - Where work is to provide access and facilities in an existing dwelling, or is an extension to store or provide medical treatment for a disabled person, no charge will be made.
6. **Total Estimated Cost** - This means a reasonable estimate that would be charged by a professional builder, but excluding professional fees and VAT.
7. **Multiple Works** - Where plans show more than one type of work (i.e. two separate extensions) the charge payable is aggregated accordingly.
8. **Minor Work** - Where the work is estimated at costing under £5,000, or a small extension under 10m<sup>2</sup> the total charge is payable on deposit of the plans.
9. **Loft Conversions** - One or more rooms in a roof space will be treated as an extension, and charges based on floor area (Schedule 2).
10. **Help** - If you have any difficulty, please contact Haringey Building Control.

More information

If you have any questions about the charges, please contact Haringey Building Control on **020 8489 5504** (or)  
E-mail: [building.control@haringey.gov.uk](mailto:building.control@haringey.gov.uk)

## HOMEOWNER'S GUIDANCE



Please be aware that **YOU ARE** ultimately legally responsible for the works to your property as the Owner / Applicant, regardless of any contract that may have been entered into with your Builder.



Building Control Officers need to supervise your building works to make sure that they are being carried out correctly, on your behalf. The stages inspected are;

- ◆ Foundation, before concreting,
- ◆ Drains, before covering,
- ◆ Damp Proof Course and Membrane,
- ◆ Floor Structure,
- ◆ Roof Structure,
- ◆ Insulation, and
- ◆ Completion.

London Borough Of Haringey  
Building Control  
Level 6, River Park House  
225 High Road  
London  
N22 8HQ



Any Queries, Please contact us at ;

Tel: 020 8489 5504

Fax: 020 8489 5229

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

\* Haringey Website

You may submit the application on-line [www.haringey.gov.uk](http://www.haringey.gov.uk)



The **Building Notice Charge** is paid when the application is deposited with Building Control. The Building Notice must be submitted at least two days before the works commence.



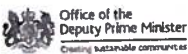
Your application is valid for 3 years from the deposit date. Within this time you are to commence the works. If you do not commence the works in this time period, a new application and fee will be required.



A Completion Certificate can be issued to you upon request once the works are finished and considered satisfactory by Building Control. There will be a separate charge for this certificate, for all works valued above £2000.



If you do not have the works inspected once they are finished, you may experience problems when selling your property or re-mortgaging. If uncertain, please contact this department on 020 8489 5504.



**Party Wall Act.** If you are building into the Party wall, such as putting beams into them, or you are digging foundations within 3m of a party wall, then you will need to enter into a Party Wall Agreement with the other owner of the party wall. This is a private agreement which is aside from any dealings with the Local Authority.



From **1st January 2005** all new electrical wiring or electrical components for a house, flat or small commercial premises linked to domestic accommodation must be designed and installed in accordance with Part P of the Building Regulations.



If works involve Building over or within 3m of Public sewer/drain, a Building Notice is not acceptable. A **Full Plan** must be used.

**PLANNING:** Please make sure that you have Planning Permission if it is required for the work you are carrying out. Planning permission is not always necessary for Building Control works. To find out, please contact the Planning and Development Control department on 020 8489 5508.