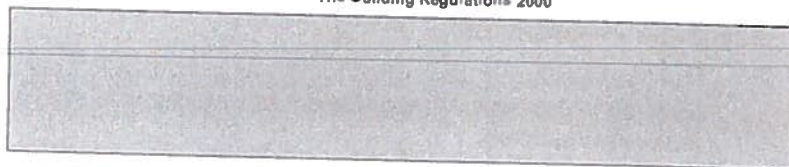


London Borough Of Haringey
 Building Control
 Level 6, River Park House
 225 High Road
 London
 N22 8HQ

FULL PLANS 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: _____

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

4 Builder's / Contractor's details Company Contact Name: _____
 Mr / Mrs / Ms | Forename: _____ Surname/Company: _____
 Address: _____
 Postcode: _____ Tel: _____ Mob: _____

5 Electrical Contractor's details Competant Person Name: _____ Reg No. _____
 Mr / Mrs / Ms | Forename: _____ Surname/Company: _____
 Address: _____
 Postcode: _____ Tel: _____ Mob: _____

6 Proposed Work
 Description: _____

 _____ No. of Storeys

7 Use of building (See help notes overleaf)
 1. Existing use of building: _____
 2. Proposed use of building _____
 3. Is the building of "Relevant" use under the Work Place Regulations 1992? YES NO

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

9 Statement
 I agree to the plans being passed in line with certain conditions.
 I agree to an extension of time up to 8 weeks from the date of deposit of this application
 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 no charge for a completion certificate
 This notice is in relation to building work described and in line with Regulation 12(2)(b) 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 Full Plans plan charge (please see the enclosed charge sheet).
- Two sets of plans. If the building is going to have a designated use under the Work Place Regulations 1992 (for example, houses, hotels, factories, shops or offices), please send us two extra sets of plans to send to the London Fire and Emergency Planning Authority. (The plans must show all the heights involved including all floors). Plans shall consist of details and plans which are necessary to show that work would comply with the Building Regulations.

Help Notes for completing the Full Plans 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. The Forename and the postcode must be completed in full. We will invoice this person for the outstanding inspection charge, once inspections commence.

3 & 4 & 5

Please complete the contact details for the Architect, Agent, Builder, Electrician or Contractor, where relevant.

6

The description of the works that are going to be carried on the site.
The total number of storeys of the building after the works have finished.

7

The existing and proposed uses of the building such as house, flat, shop, office, factory etc. If the building is a work place then it is of 'Relevant Use'.

8

The 'applicant' is the person who the work is being done for. Under the Building (Local Authority Charges) Regulations, the applicant has to pay the charge. This usually means the owner of the property that the application relates to.

We will send the invoice for the inspection charge to the owner.

Schedule 1 fees are used for a new dwelling(s) up to 3 storeys high including basement 300m²
Schedule 2 fees are used for residential extensions up to 60m² and detached buildings up to 40m²
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.

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 10m² 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

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. This also includes payment of all Building Control fees.



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

 Haringey Website

You may submit the application on-line www.haringey.gov.uk



The **Plans Charge** is paid when the Plans and application is deposited with Building Control. The **Inspection Charge** will be posted to you once the building works have started and Building Control have inspected.



If your plans are rejected, they can be resubmitted free of charge, New plans need simply be revised, as per the points on the rejection letter, and deposited with Building Control and the application will be reprocessed.



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



A Completion Certificate can be issued to you upon request, free of charge, once the works have finished and considered satisfactory by Building Control.



If you do not have the works inspected once they are finished, you may experience problems when selling your property or re-mortgaging. If you are 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.

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.