

## Building Regulation Application Form Notes

**Application Type:** Further information can be found at the following link: [http://www.haringey.gov.uk/planning-and-building-control/building-control/building-control-applications#what\\_type\\_of\\_application\\_is\\_required](http://www.haringey.gov.uk/planning-and-building-control/building-control/building-control-applications#what_type_of_application_is_required)

**Full Plans:** Formal Approval of building works to residential and also Works to shops, offices, factories, hotels and boarding houses

**Building Notice:** An application for minor works where no formal approval/decision will be given

**Regularisation:** Any work carried out after 11 November 1985 and is over 12 months old.

1. Full site address where the proposed works are to be carried out.
2. The Applicant is the person on whose behalf the work is being carried out. The Building (Local Authority Charges) Regulations make the person “on whose behalf work is to be carried out” liable to pay the fee. This usually means the owner of the property to which the application relates.
3. Correspondence details for the Architect or Agent (where relevant)
4. Correspondence details for the Builder or Contractor (where relevant)
5. For domestic works only that include electrical work, the Authority will require that a certificate of satisfactory testing and inspection is provided where the Electrician is not qualified under the “Part P” the Competent Persons Scheme. Tick the appropriate box to indicate if they are suitably qualified.  
Please be advised that if the Electrician is not suitably qualified, this may incur a fee as outlined in our Guide to Building Control Charges and Fees and may also be subject to supplementary charges if suitable certification cannot be provided.
6. A fully detailed specification of the proposed works is to be given.
7. For Regularisation applications only – where works have been completed for MORE than 12 months please indicate date upon which the works were started.
8. Please indicate the current and intended use of property i.e., Residential, business, commercial etc. (3) does the premises constitute a workplace under the Regulatory Reform (Fire Safety) Order 2005? Premises where the Fire Safety Order applies include Hotels & Boarding House, Factories, Offices, Shops, communal escape stairs to flats etc:
10. The appropriate charge is dependent on the type of work proposed and the method of application. Please refer to our current our Guide to Building Control Charges and Fees for applicable charges:
  - Top Section – Applicable for prescribed types of work
  - Middle Section - for new dwellings
  - Bottom Section - for all other types of work
11. Please sign and date the form. The form and associated details are to be returned to the address shown below.

- A. The application form should be completed and submitted together with suitable plans and specification to determine compliance with the building regulations.

**FULL PLANS** - Drawings showing elevations and all floors, any further details and calculations are required to support your application. Section 16 of the Building Act 1984 provides for passing plans subject to conditions. The conditions may specify modifications to the deposited plans and / or that further plans shall be deposited.

**BUILDING NOTICE** - The Building Notice procedure cannot be used where the work relates to a Building to which the Fire Safety Order applies or where you are building within 3m of a public sewer. A Full Plans application must be made.

A Building Notice involving a new building or an extension must include a Site plan of a scale not less than 1:1250 showing the provision to be made for the drainage of the building or extension.

**REGULARISATION** - The Building Regulations require that a property owner applies to the local authority for a regularisation certificate in respect of 'unauthorised' building work. This means work which was carried out on or after 11 November 1985, is over 12 months old and which should have been submitted to the Building Regulations procedures but was not. In assessing compliance the local authority may request the 'opening up' of unauthorised work. The authority will then decide if remedial work needs to be carried out, in accordance with the Building Regulations which were applicable to that work when it was originally carried out, before they can issue a regularisation certificate.

- B. A completion certificate will be automatically sent out once the job has been completed, and fees paid, relevant certificates for Gas, Electrical, Sound Test, Air leakage test, etc have been received and checked by Building Control. There is no additional charge for this.
- C. Where the erection of a building or structure is within 3m of a Thames Water drain, a Build-Over Agreement will be required. Thames Water will need to be contacted in order to obtain permission.
- D. If it is desired to withdraw an application after it has been submitted, then, dependent upon the progression of the application, a proportion of the fee paid may be returned.
- E. If a scheme has been rejected, there is no additional plan fee on re-submission if it is within 3 months.
- F. The application shall cease to have effect from three years after submission unless the work has commenced before expiry of that period.
- G. These notes are for general guidance only. Particulars regarding the deposit of plans or submission of notices are contained within the Building Regulations 2010.

**Further Information:**

**If you have any queries regarding the charges or submission of an application, please contact us on 0208 489 5504 by phone or via email at [building.control@haringey.gov.uk](mailto:building.control@haringey.gov.uk)**