



Building Act 1984
Building (Local Authority
Charges) Regulations 2010
Building Regulations 2010

London Borough of Lewisham
Building Control Services
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BUILDING NOTICE

- Please Note: A Full Plans Application must be submitted under certain circumstances. (See Note 1)
For works solely concerning the installation of cavity wall insulation or an unvented hot water system, see Note 2.

You are reminded that that your proposals may also require permission under the Town and Country Planning Acts

1. Location of the building or site to which the works relate.
2. Applicant Details
3. Builder Details
4. Use and Proposed use of Building
5. (a) Proposed Works
(b) Numbers of any Plans Submitted (see Note 3)
6. Fees (see Note 4)
7. Completion (see Note 5)
8. Commencement Date (see Note 6)
9. Statement

NOTES

1. You must submit a Full Plans application if you plan to carry out work to a building which will be used for a relevant use under regulation 12 (1), for instance:

- A workplace under Part II of the Fire Precautions (Workplace) 1997, or a use designated under the Fire Precautions Act 1971. This currently includes shops, offices, hotels, factories and boarding houses.

We also request Full Plans for any new building or extension at ground level, to be approved by Thames Water.

2. Where the proposed work involves the insertion of insulating material in cavity walls of a building a notice in writing shall be required accompanied by:

- The name and type of insulating material to be used;
- Proof that the insulation material is approved by the British Board of Agreement or conforms to a British Standard specification;
- Proof that the installer has a British Standards Institution Certificate of Registration or has been approved by the British Board of Agreement for the insertion of that material.

Where the proposed work involves the provision of an unvented hot water storage system, a notice in writing shall be accompanied by a statement as to:

- The name, type, make and model of system to be provided;
- Proof that the system is approved by the British Board of Agreement;
- Proof that the installer has been approved by the British Board of Agreement for the provision of that system.

3. One copy only of this form should be completed and submitted

3.1 Where the proposed work includes the erection of a new building or extension this notice shall be accompanied by the following:

- A block plan to a scale of not less than 1:1250 showing: -
- The size and the position of the building, or the building as extended, and its relationship to adjoining boundaries;
- 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;
- The width and position of any street on or within the boundaries of the curtilage of the building or the building as extended;
- The provision to be made for the drainage of the building or extension.
- Where it is proposed to erect the building or extension over a sewer or drain shown on the
- relative map of public sewers, the precautions to be taken in building over a sewer or drain.

4. A fee is usually payable to contribute to the cost of site inspections, being a single payment which covers all necessary site visits until satisfactory completion of the work in accordance with the Building Regulations. A Guidance Note on Fees is available on request.

Cheques should be made payable to "The London Borough of Lewisham".

To make payments by credit/debit card please call the Building Control office.

5. **If you tick the box, we will issue a Completion Certificate when a final inspection has been made by a Building Control Officer and no fees are outstanding.**

6. If you do not know the date work is to commence, please inform us by telephone or in writing at least 48 hours before you start work on site.

7. This notice must be signed, either by the Applicant or their Agent.

8. Subject to certain provisions of the Public Health Act 1936 owners and occupiers of premises are entitled to have their private foul and surface water drains and sewers connected to the public sewers were available. Special arrangements apply to trade effluent discharges. Persons wishing to make such connections must give not less than 21 days notice to the Authority.

'The Building Regulations-An Explanatory Booklet', published by the Government's Communities and Local Government Department, is available from the Local Authority, or on the website:

www.communities.gov.uk/explanatory-booklet

The Local Authority does not enforce the Party Wall Act, but we can provide 'The Party Wall Act-An Explanatory Booklet', published by the Government's Communities and Local Government Department or on the website:

www.communities.gov.uk/publications/planningandbuilding/partywall

Further information and advice concerning Building Control and Planning matters may be obtained from the Local Authority:

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4th Floor Laurence House
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