



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

London Borough of Lewisham  
**Building Control Services**  
4<sup>th</sup> Floor Laurence House  
1 Catford Road  
London SE6 4RU  
Tel. 020 8314 8233  
Fax. 020 8314 3138  
Email. building.control@lewisham.gov.uk

# REGULARISATION

- **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 1.**

*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.**  
 Address .....  
 ..... Post Code.....  
**Number of storeys (above ground level).....**

**2. Applicant Details** Name: .....  
 Address: .....  
 Post Code:..... Tel: .....  
 Mobile No: ..... Fax:..... Email:.....

**3. Builder Details** Name: .....  
 Address: .....  
 Post Code:..... Tel:.....  
 Mobile No:..... Fax:..... Email: .....

**4. Use and Proposed use of Building**  
 For existing buildings state present use ( e.g house, flat, garage ).....  
 For new or existing buildings state proposed use ( e.g house, flat, garage ).....

**5. (a) The Building Works or Material Change.....**  
 .....  
**(b) Numbers of any Plans Submitted (see Note 2).....**

**6. Fees (see Note 3)**

<b>Schedule 1</b>	Fees for small domestic works (including extensions & loft conversions)	
	Total Floor Area .....m <sup>2</sup>	£.....
<b>Schedule 2</b>	Fees for other works not included above	
	Estimated Total Cost £.....	£.....
<b>Total Fee enclosed</b>		<b>£.....</b>

Cheques should be made payable to "The London Borough of Lewisham". To pay by credit or debit card contact the Building Control office at the number above.

**7. Completion (see Note 4)** If you would like a Completion Certificate following a satisfactory final inspection, please tick

**8. Commencement Date** Starting date if known.....

**9. Statement**  
 This notice is given in relation to the works as described above, is submitted in accordance with Regulations 12 & 13 and is accompanied by the appropriate fee. (see Note 6)

Name.....Signature.....Date.....

For official use only	Officer	Valid? (Yes/No)	If not, date validated / /
Case No.			

## NOTES - REGULARISATION

1. Where the proposed work involved 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 that was used;
  - Proof that the insulation material used is approved by the British Board of Agreement or conforms to a British Standard specification;
  - Proof that the installer had a British Standards Institution Certificate of Registration at the time of installation or had been approved by the British Board of Agreement for the insertion of that material.

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

- The name, type, make and model of system that was 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.
2. One copy only of this form should be completed and submitted
- 2.1 Where the proposed work included 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 the 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 that was made for the drainage of the building or extension.
  - Where the building or extension is erected over a sewer or drain shown on the relative map of public sewers, state the precautions that were taken in building over the sewer or drain.

- 3 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 or debit card please call the Building Control office.

4. **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.**
5. Regulation 21(3) requires the work to comply with the Building Regulations in force at the time that the unauthorised building work were carried out. If you cannot provide evidence to confirm this date you will be expected to comply with the regulations in force when this notice is deposited.
6. This notice must be signed, either by the Applicant or their Agent.
7. The Local Authority does not enforce the Party Wall Act, but we can provide ‘The Party Wall Act - An Explanatory Booklet’, published by the Office of the Deputy Prime Minister.
- 8.

*‘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](http://www.communities.gov.uk/explanatory-booklet)

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[www.communities.gov.uk/publications/planningandbuilding/partywall](http://www.communities.gov.uk/publications/planningandbuilding/partywall)

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

London Borough of Lewisham

**Building Control Services**  
4<sup>th</sup> Floor Laurence House  
1 Catford Road  
London  
SE6 4RU

**Planning**  
5<sup>th</sup> Floor Laurence House  
1 Catford Road  
London  
SE6 4RU

Tel : 020 8314 8233  
Fax : 020 8314 3138

020 8314 7400  
020 8314 3127

e-mail :

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