

**PLEASE READ THESE GUIDANCE NOTES PRIOR TO THE SUBMISSION OF THIS BUILDING REGULATION APPLICATION FOR A FULL PLANS APPLICATION**

**Note 1: Identification of a company**

If you are an Unincorporated Body or Association, please give name of the responsible person. If you are a Corporate Body, please identify your company status e.g. Ltd. Plc.

**Note 2: Designated buildings**

See the Regulatory Reform (Fire Safety) Order 2005

**Note 3: Charges for particular work**

If the work is for the insertion of cavity wall insulation you will be required to supply:

- a) the name and type of insulating material to be used
- b) whether or not the insulation material is approved by the British Board of Agrément or conforms to a British Standard specification;
- c) whether or not the installer is a person who is the subject of a British Standards Institution Certificate of Registration or has been approved by the British Board of Agrément for the insertion of that material.

**Charges are required only where installation is not certified to an approved standard, or is not installed by an approved installer.**

**In the case of building work which involves the provision of hot water storage systems in relation to which paragraph G3 of Schedule 1 of the Regulations impose requirements, the following details will be required:**

- a) the name and type of system to be provided
- b) whether or not the system is approved by the British Board of Agrément or British Standards or alternatively an Approved Body certifying that the system complies and is capable of performing in a way that satisfies the requirements of Paragraph G3.
- c) whether or not the installer has been approved by the British Board of Agrément or a similar Approving Body for the provision of that system.

**Charges are required where the installation is not part of a larger project and where the Local Authority carry out an inspection.**

**Note 4 Charges exemption**

Where building work is solely for the use and benefit of a disabled person(s), there is a fee exemption. Please discuss with the Building Control Division. Also refer to Note 3.

**General notes**

In the case of an erection or an extension of a building, the application shall be accompanied by:

- a) a plan to a scale of not less than 1:1250 showing
  - i) the size and position of the building, or the building as extended and its relationship to adjoining boundaries;
  - ii) the size and position and use of every other building or proposed building within the boundaries/curtilage of the building above
  - iii) the width and position of any street on, or within the boundary of the curtilage of the building or the building as extended
- b) particulars of:
  - i) the provision to be made for the drainage of the building(s) or extension;
  - ii) where Regulations 15 applies (building over a sewer) the precautions that will be taken in building over the sewer or drain shown on the relevant map of sewers and
  - iii) if any local enactment applies, the steps to be taken to comply with it.

Two copies of plans are required to support a Full Plan application. Where there is a fire safety implication and Part B of Schedule 1 imposes a requirement i.e. where **means of escape** is an issue, **four copies** of plans must be submitted.

**COMMENCEMENT OF BUILDING WORK**

Notice of commencement shall be received in writing giving a minimum of 48 hours excluding weekends and public holidays prior to commencement of work. Other notices can be given by telephone or by other arrangement giving at least 24 hours notice.

## **N.B. COMMENCEMENT OF BUILDING WORK PRIOR TO APPROVAL OF YOUR APPLICATION**

This is done at the owners risk and without prejudice to any action the local authority may wish to take involving the laying open and/or removal of offending works,

### **CHECK LIST BEFORE YOU SUBMIT THIS FORM:**

- 1. Ensure all boxes have been completed**
- 2. Application form must be signed**
- 3. Enclose the correct plan charge (see charge Tables A-C) Note a further charge (called inspection charge) becomes payable once works commence on site. The owner of the property will be invoiced for this payment by the Council**
- 4. Attach 2 or 4 plans as appropriate (refer to general notes)**
- 5. All cheques to be crossed and made payable to the 'London Borough of Newham'.**

**Please discuss the submission of your application with any member of the Building Control if you have difficulties in understanding any section.**

### **Inspection of domestic electrical work by the L.B.Newham Building Control Unit**

You are **strongly advised** to use an electrician who can self certify their own work as part of a competent persons scheme. If you elect to use the council to check the electrical installation. There will be an additional charge of £292.00 + VAT.

Should you however decide to use the Council to check the electrics for compliance with the electrical safety standards the following will apply:

1. The electrician you appoint is fully responsible for the design and installation of the electrics. The Council will not be able to advise the applicant or the electrician on how to comply with the regulations.
2. The Council will carry out a maximum of two inspections on the electrical installations. The first will be when the electrical work is nearing completion but is still fully exposed for visual inspection. The second inspection will be when the electrical work is completed, at which time the inspector will carry out a number of tests.
3. If after the second inspection the inspector does not approve the electrical works the Council will not carry out any further inspections. It will be the responsibility of the applicant to arrange and pay for an independent electrician who is a member of a competent person scheme to further inspect and when ready certify the electrics to the Council using a certificate complying with BUS 7671.
4. The Council **will not** issue the Building Regulation completion certificate for the whole project until the above is complied with fully.

### **Street Naming and Numbering - (Postal Addressing) –**

The Council has a duty under the London Building Acts (Amendment) Act 1939-Part II to manage and regulate the postal numbering of properties in the Borough. This is to ensure that there are no 'duplications', and that emergency services and postal deliveries, etc. are properly managed. Unless a proper postal address is issued by the Council, residents may have difficulty in obtaining a credit card / bank account, TV services, etc. There could also be difficulties with supply of meters, emergency services, bin collections, benefits payments, etc. as the properties may not appear correctly on the Council's records, the Land Registry, or on the Royal Mail database. The allocated address is circulated to over 40 internal and external organisations. Please make early contact with the "Street Naming & Numbering Officer" at [postal.addressing@newham.gov.uk](mailto:postal.addressing@newham.gov.uk) to ensure that properties are allocated an address before applying for a gas / electric meter, or before occupation. There are moderate fees for this Service."