



**Building Control - Housing Planning and Communities**  
**London Borough of Hounslow**  
buildingcontrol@hounslow.gov.uk  
www.hounslow.gov.uk/buildingcontrol

The Building Act 1984  
The Building Regulations 2010

Building Regulations  
Plan Number :

*This form is to be filled in by the person who intends to carry out building work or agent. Please type or use block capitals. Please give Town Planning reference where known: ..... If the form is unfamiliar please read the notes on the reverse side or consult the office indicated overleaf.*

## 1 Applicant's details

Surname Mr/Mrs/Ms\* ..... Forenames : .....  
Address .....  
..... Postcode ..... Tel..... Fax.....  
\*Delete as applicable

## 2 Agent's details (if applicable)

Name Mr/Mrs/Ms\* ..... Initial : .....  
Address .....  
..... Postcode ..... Tel..... Fax.....  
\*Delete as applicable

## 3 Location of building to which work relates

Address .....  
..... Postcode ..... Tel.....

## 4 Proposed work (see note 5 overleaf)

Description .....  
Is the proposed work or any part of it subject to Partnering or a current LANTAC approval? **Yes/No**  
Is the proposed work or does any part of it comprise a domestic electrical installation subject to Part P? **Yes/No**  
If Yes, is the electrical work subject to a self-certified competent person scheme? **Yes/No**  
If No, an electrical installation & test certificate will be required on completion.

## 5 Use of building

1. If new building or extension please state proposed use ..... & Provide SAP Rating .....  
2. If existing building state present use .....  
3. Is the building to be put, or intended to be put, to a use to which the Regulatory Reform (Fire Safety) Order 2005 applies? (see notes 6 overleaf). **Yes/No**

## 6 Conditions (see note 4 overleaf)

Do you consent to the plans being passed subject to conditions where appropriate? **Yes/No**

## 7 Charges (see separate scale of charges for information)

Plan charge £ ..... plus VAT at 20% £ ..... Total plan charge enclosed £ .....  
(Cheques payable to **London Borough of Hounslow**)  
**Estimated cost of relevant work** (under other work).  
If more than one building is the subject of the submission separate estimates must be given for each building on the site. This breakdown of the total cost is necessary to assess the amount of the inspection charge. ....  
Buildings to be lettered on plan. ....

## 8 Total estimated cost of works

£ .....  
(NB Other work charges are calculated on 100% of total estimated cost)

## 9 Completion Certificate

1. Do you require a Completion Certificate following satisfactory completion of the building work? **Yes/No**  
2. Do you wish the Completion Certificate to be sent to the **Applicant**  or **Agent**

## 10 Statement

This notice is given in relation to the building work as described, is submitted in accordance with Regulation 12(2)(b) and is accompanied by the appropriate charge\*. I understand that further charges\* will be payable following the first inspection by the local authority.  
*Note : \*Not applicable to works of certain alterations and extensions solely for the benefit of disabled people (Sec.29 National Assistance Act 1948 as extended).*

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

**Note :** The works shown on the plans which are the subject of this submission **may also require planning permission.** See note 7 overleaf.



# Notes

1. Two copies of this notice should be completed and submitted with plans and particulars in duplicate in accordance with the provisions of Building Regulation 14.

Subject to certain exceptions where Part B (Fire Safety) imposes a requirement in relation to proposed building work, **two further** copies of plans which demonstrate compliance with the requirements should be deposited. This relates to designated uses only - see note 6 below

2. Subject to certain exceptions a Full Plans Submission attracts charges payable by the person by whom or on whose behalf the work is to be carried out. Most charges are normally payable in two stages. The first charge must accompany the deposit of plans and the second charge is payable after the first site inspection of work in progress. This second charge is a single payment in respect of the relevant work, to cover all site visits and consultations which may be necessary until the work is satisfactorily completed.

The appropriate charge is dependent upon the type of work proposed. Scales of charges and methods of calculation are set out in the Guidance Note on Charges which is available on request. Charges are not applicable to works of certain alterations or extensions solely for the benefit of disabled people (Section 29 National Assistance Act 1948 as extended).

3. 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, where available. To avoid potential discharge problems, it is also important that full and proper permission is sought before connections are made to private sewer. Special arrangements also apply to trade effluent discharge (not domestic). Persons wishing to make such connections should give adequate notice to the appropriate authority/owner of the sewer. Building Regulations require separate provision for foul water and rain water drainage.
4. Section 16 of the Building Act 1984 provides for the passing of plans subject to conditions. The conditions may specify modifications to the deposited plans and/or that further plans shall be deposited (see point 6 overleaf).
5. LABC Services provides a Partner Authority Scheme and also National Type Approval (LANTAC) for a range of building types, building systems and major building elements where they are used repeatedly. If this proposal is to use the Partnering scheme please answer YES and provide further details, including name of the Partner Authority. If the work proposed or any part of it is subject to a LANTAC approval please answer YES and enclose a copy of the appropriate current certificate(s). If there is any variation in this proposal from that shown on the LANTAC type approval plans attention should be drawn to it in a covering letter. Further information on LANTAC schemes is available from the LANTAC Administrator at LABC Services, 137 Lupus Street, London, SW1V 3HE.
6. The Regulatory Reform (Fire Safety) Order 2005 applies to all premises that are 'workplaces' and imposes a duty on the responsible person to comply with its requirements.

Workplace includes any premises or parts of premises, not being domestic premises, used for the purposes of an employer's undertaking and which are made available to an employee as a place of work.

7. These notes are for general guidance only, particulars regarding the deposit of plans are contained in Regulation 14 of the Building Regulations 2010, and, in respect of charges, in the Building (Local Authority Charges) Regulations 1998 and Hounslow's Building Regulations charges scheme currently in force. If building work is not commenced within 3 years from the date of deposit of Full Plans the local authority may declare that the deposit of plans is of no effect in which case, the plans will lapse.
8. Persons proposing to carry out work or make a material change of use of a building are reminded that permission may be required under the Town & Country Planning Acts. If this has not already been obtained or if you are in doubt as to whether or not planning permission is necessary, you should seek advice from the Development Management team.

For Planning enquiries please visit:  
[www.planningportal.co.uk](http://www.planningportal.co.uk) or  
[www.hounslow.gov.uk/planning](http://www.hounslow.gov.uk/planning)  
or alternatively please email: [planning@hounslow.gov.uk](mailto:planning@hounslow.gov.uk)

**It is most important that any necessary planning permission is obtained before any building works are commenced or change of use is implemented. If this is not done, the Council has the power of enforcement with a view to requiring the removal of unauthorised building work or the discontinuance of unauthorised changes of use.**

9. If your proposals involve building over or near to public sewers, the agreement of Thames Water Utilities Limited must be sought before work is undertaken. Where a formal agreement and /or CCTV Survey are requested, a fee (not part of the Building (Local Authority Charges) Regulations) is payable.

For further information telephone : 0845 850 2777  
fax : 0118 923 6613 or  
email : [buildovers@thameswater.co.uk](mailto:buildovers@thameswater.co.uk)

Buildings or extensions should not be constructed over a manhole or inspection chamber or other access fitting on any sewer serving more than one property.

10. Persons carrying out building work must give written notice of the commencement of the work at least two days beforehand.
11. Further information and advice concerning the Building Regulations can be obtained from the

**Building Control  
Housing, Planning and Communities  
London Borough of Hounslow  
Hounslow House, 7 Bath Road,  
Hounslow, TW3 3EB**

**Telephone: 020 8583 5454  
Email: [buildingcontrol@hounslow.gov.uk](mailto:buildingcontrol@hounslow.gov.uk)  
Online: [www.hounslow.gov.uk/buildingcontrol](http://www.hounslow.gov.uk/buildingcontrol)**