

Notes

1. One copy only of this notice need be completed and submitted with the appropriate charge. The applicant is the person on whose behalf the work is being carried out, eg. the building's owner.
2. **Where the proposed work includes the erection of a new building or extension this notice shall be accompanied by the following:**
 - 2.1 **A block plan to scale of not less than 1:1250 showing:**
 - 2.1.1 **The size and position of the building, or the building as extended, and its relationship to adjoining boundaries.**
 - 2.1.2 **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:**
 - 2.1.3 **The width and position of any street on or within the boundaries of the curtilage of the building or the building as extended:**
 - 2.1.4 **The provision to be made for the drainage of the building or extension.**
 - 2.2 **Where it is proposed to erect the building or extension over or close to a sewer or drain shown on the relative map of public sewers, a Building Notice cannot be accepted and the work has to be dealt with by a Full Plans Submission (see also note 3 below).**
 - 2.3 **Similarly, Building Notice cannot be accepted for the erection or alteration of shops, offices, workplaces, factories, hotels and boarding houses or if you are erecting a new building fronting onto a private street in which case(s) a Full Plans Submission is required.**
3. 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 but see note 2.2 above. 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

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.
4. Where the proposed work involves the insertion of insulating material into the cavity walls of a building this building notice shall be accompanied by a statement as to:
 - 4.1 The name and type of insulating material to be used:
 - 4.2 Whether or not the insulating material is approved by the British Board of Agreement or conforms to a British Standard specification:
 - 4.3 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 Agreement for the insertion of that material.
5. Where the proposed work involves the provision of an unvented hot water storage system this building notice shall be accompanied by a statement as to:
 - 5.1 The names, make, model and type of hot water storage system to be provided:
 - 5.2 The name of the body, if any, which has approved or certified that the system is capable of performing in a way which satisfies the requirements of Part G of Schedule 1 to the Building Regulations 2000 (as amended).
- 5.3 The name of the body, if any, which has issued any current registered operative identity card to the installer or proposed installer of the system.
6. 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.
7. A charge is usually payable on submission of the building notice for 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 Charges 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).
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, where available. Special arrangements apply to trade effluent discharge. Persons wishing to make such connections should give not less than 21 days notice to the Sewerage Authority. Building Regulations require separate provision for foul water and rain water drainage.
9. The above notes are for general guidance only, particulars regarding the submission of Building Notices are contained in Regulation 13 of the Building Regulations 2000 as amended, and, in respect of charges, in the Building (Local Authority Charges) Regulations 1998 and Hounslow's latestest Building Regulations Charges scheme. **Additional plans and particulars may be required at a later date. In particular, Structural Calculations should be submitted for Structural alterations and loft conversions.**
10. 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 Development Management.

For Planning enquiries please visit:
www.planningportal.co.uk or
www.hounslow.gov.uk/planning
or alternatively please email: 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.
11. Persons carrying out building work must give written notice of the commencement of the work at least two days beforehand.
12. Further information and advice concerning the Building Regulations can be obtained from

**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
Online: www.hounslow.gov.uk/buildingcontrol**



London Borough of Hounslow

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

Building Notice

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 (see note 1 overleaf)

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 2.2, 2.3 and 6 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.
Number of storeys
Date of commencement

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, or is a new building fronting a private street, or is to be built over or close to a public sewer? (see notes 2.2 & 2.3 overleaf).
- If Yes, a Full Plans application is required. Yes/No**

6 Charges (see separate scale of charges for information) (Cheques made payable to London Borough of Hounslow)

Building Notice charge £ plus VAT at 20% £ Total Building Notice charge enclosed £
TOTAL FLOOR AREA OF ANY NEW BUILDING OR EXTENSION:

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 building notice fee.

7 Total estimated cost of works.

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

8 Statement

This notice is given in relation to the building work as described, and is submitted in accordance with Regulation 12(2)(a) and is accompanied by the appropriate charge*.

*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 9 overleaf.

