

Building Regulations Application

The Building Regulations 2010 - Building Act 1984.
The Building (Local Authority Charges) Regulations 2010.



ISLINGTON

Building Control Service

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Building Notice Application

Full Plan Application

Regularisation Application

Reversion Application

1 Address of work _____

Post code _____ number of storeys (include basement) _____

2 Description of building work _____

3 Previous use of building _____ Proposed/current use of building _____

4 Plans and particulars enclosed _____

5 Is the proposed work or any part of it subject to LABC Registered Details Approval? **YES/NO**

If yes, reference no _____

6 Proposed start date _____ (Submit application at least 2 working days before this date)

For regularisation applications: date work started _____ completed _____

7 **Agent** submitting on behalf of owner **or**
Builder carrying out building work

Name _____

Address: _____

Telephone: _____

Mobile: _____

Email: _____

Owner person on whose behalf work is being
carried out and is responsible for building work

Name _____

Address: _____

Telephone: _____

Mobile: _____

Email: _____

For office use only

Request for further info:

Date:

Initials:

Application no:

Fee enc: £

Receipt no:

Date:

Initials:

Date stamp



Fees: this is dependent on the type of work proposed. Fees and methods of calculation are set out in the Building Control Charges & Explanatory Notes. More than one table and/or individual assessment may apply. For a quote please contact us.

Table 1 – charges for work to domestic buildings only

	total floor area m ²	Cost of work	Fee
New build houses/flats - state no of dwellings: _____	n/a	n/a	
Extensions			
Garages/carports			
Loft conversions			
Domestic Underpinning - state length: _____m	n/a		

Table 2 – charges for all other types of works not covered above

Cost of work:	Fee:
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Total fee encl £

Note - all applications must be accompanied by the correct fee.

Completion Certificates will be issued subject to satisfactory completion of works in accordance with the building regulations and full payment of fees.

Please tick below if you are registering installation certificates under the competent persons self certification scheme within 30 days of the installation. Note: additional charges will be payable to cover these works should they not be certified by an appropriately registered competent person.

[] electrical Part P [] gas safe and central heating [] other _____

CHECK LIST: correct fee 2 or 4 sets of plans signature below

Select application type you are submitting (see attached notes for guidance)

Building Notice or Reversion Application (delete as appropriate)- I/We give notice of intention to carry out building work in accordance with Regulation 12(1) and 12(2)(a) of The Building Regulations 2010.

Full Plans Application - this notice is submitted in accordance with Regulation 12(1) and 12.2 (b) of The Building Regulations 2010.

Please delete the statements below if not applicable:

Conditional Approval – I agree to a conditional passing of plans if appropriate

Extension of time – I agree to an extension of the prescribed period from 5 weeks to 2 months

Regularisation application - this notice is given in relation to the building work described, submitted in accordance with Regulation 18(2) and is accompanied by the appropriate fee.

Signed X _____ Date _____

Notes for Building Regulations Applications

This form is to be used when making an application under Building Regulations – Building Notice or Full Plans or Regularisation. Please indicate which application you are making by ticking the relevant box on the form. The London Building Acts form should be used for Section 20, Section 21 and Section 30 applications.

These notes are for general guidance only and should be read in conjunction with the Building Control Service web page www.islington.gov.uk, (services/planning/building control) or contact the Building Control office for assistance. Further information is contained in the Building Regulations 2010 and, in respect of fees, in the London Borough of Islington Regulations Charging Scheme.

Fees and payments

Applications must be accompanied by the correct fee. Please refer to the Building Control Charges & Explanatory Notes document, or telephone our offices on 020 7527 5999 for a quote or email building.control@islington.gov.uk.

Payment can be made by cheque made payable to 'London Borough of Islington', or card payment by ringing 020 7527 5999.

The cost of work should include the full scope of the proposed building works. Where the work changes, an assessment will need to be made for any additional fee due.

Building Notice Application (BN)

Building Notice Application is used when work is carried out in domestic properties. Work can start 2 working days after notice is given. You must contact us at key inspection stages in order for us to be able to issue the completion certificate on satisfactory completion of the job. You should provide enough information to make sure the work is clearly identified and send layout plans and details where possible or requested. Building Notice Application should not be used if the building is or will be covered by The Regulatory Reform (Fire Safety) Order 2005 - see Full Plans Application note below.

Completion Certificates will be issued subject to satisfactory completion of works in accordance with the building regulations and full payment of fees due.

Full Plans Application (FP)

Full Plans Application is used if the building is or will be covered by The Regulatory Reform (Fire Safety) Order 2005 - this would include work places (eg offices, shops, factory, hotel and/or boarding houses) and residential premises with common areas (eg flats, sheltered housing, houses in multiple occupation) excluding single family dwellings. If you are constructing an extension or new building over or within three metres of any sewer or drain as shown on the water authority's map of sewers, then a Full Plans Application is required. Four sets of plans should accompany your application.

A conditional approval is issued if appropriate when your plans are passed subject to conditions. The conditions may specify modifications to the deposited plans and/or that further information is required. Extension of time extends the prescribed period from 5 weeks to two months. Agreeing to extension of time and conditional approval can be useful for rectifying your plans to avoid a rejection notice.

Regularisation Application (RA)

A Regularisation Application is used to get retrospective approval on works that didn't originally have Building Control approval. This applies to work carried out after 6 January 1986. In order to regularise unauthorised works, the owner or agent should apply for a certificate of regularisation. This can be granted and is dependent on the site works being exposed for inspection and may involve sampling and testing of materials used. Submissions should include the application form, the appropriate fee and drawings showing details of the construction and layout which clearly shows what was existing and the new works.

Evidence of when works started or finished may be required to ascertain compliance with the appropriate legislation applicable at the time.

Reversion Application

A Reversion application is used when an Approved Inspector is unable to carry out their functions, either they or the person carrying out the works must cancel the Initial Notice lodged with a local authority. If work has already commenced on site, the work must, by law be passed back to the local authority to ensure compliance with the Building Regulations. Our fees for your application are subject to Table 1 or Table 2 charges available from our website. Please use the Building Notice charges for a Reversion. Upon receipt of your application form, we will assess the building work and information received and advise you of the next step in the process. This is without prejudice for Islington Council Building Control to levy additional charges based on our hourly rate, should our time involved in the project exceed the standard fee applicable at the time that the application was made.

Competent Persons Scheme

Competent Person Schemes (CPS) allow individuals and companies to self-certify their work complies with the Building Regulations as an alternative to submitting a building notice or using an approved inspector. A Competent Person must be registered with a scheme that has been approved by The Department for Communities and Local Government (DCLG). Schemes authorised by the DCLG are listed on its website at www.communities.gov.uk.

LABC Services

LABC Services provides a Partner Authority Scheme and also Registered Details Approval for a range of building types, building systems and major building elements where they are used repeatedly. If the work proposed or any part of it is subject to a Registered Details Approval please enclose a copy of the appropriate current certificate(s). If there is any variation in this proposal from that shown on the Registered Details Approved plans, attention should be drawn to it in a covering letter. Further information on Registered Details Approved schemes is available from our office, or LABC Services on www.labc.co.uk.

LABC New Home Warranty (LABC NHW), together with LABC, can provide developers and self builders with a complete range of developer services to support build programmes from start to finish, from Warranties, right through to sale with the Home Information Pack service. To find out more or obtain a quotation, please contact the LABC New Home Warranty Team at: on Tel: 0845 054 0505 or visit www.labcnhw.co.uk.

Water, drains and sewers

Water, drains and sewers 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 must give not less than 21 days to the appropriate water authority. If you are constructing an extension or new building over or within three metres of any sewer or drain as shown on the water authority's map of sewers then a Full Plans application is required

Freeholder/Landlords Consent

Leaseholders must obtain permission from their freeholder or landlord before the proposed alterations to the property are carried out.

Planning Permission

Planning Permission may also be required under the Town and Country Planning Acts – information for your proposed works can be obtained by visiting www.islington.gov.uk or call 020 7527 2000 and ask for the Planning Service.

Personal information

Any personal information you give us is held securely and will be used only for council purposes. Information that was collected for one purpose may be used for another council purpose, unless there are legal restrictions preventing this.

We are required under Section 6 of the Audit Commission Act 1998 to participate in the National Fraud Initiative data matching exercise and the information held by the council will be used for cross-system and cross-authority comparison for the prevention and detection of fraud.