

# Building Notice Application Form - Building Control

Please read the attached notes before you fill in this form

Building Notice application is suitable for the following small domestic work, example:

- Internal alterations
- Removal of load-bearing wall
- Fitting a new load-bearing bay window or window replacement
- Alteration to drainage
- Etc.

For any work involving the following (see listed below), you are required to submit a Full Plans application:

- Large projects, including alterations to any building or extensive structural alterations
- Loft conversions
- Any type of new building, including an extension
- Work concerning the communal area of the buildings
- Commercial projects (shops, offices, schools, places of worship, etc.)
- HMO
- Buildings owned by Camden Council
- Buildings subject to the Regulatory Reform (Fire Safety) Order 2005
- If you are building within 3m or over the sewer
- Erection of a building fronting a private road
- If, you are borrowing money from a Bank/Building Society to pay for building work

## SECTION 1 – ABOUT THE PROJECT

### Information about the project

Full Site Address  (Please note that separate application forms are required for each property address)	[Enter Name of the Building / Number] [Street Name] [City] [Postcode]
Description of the work	[Enter the description of the work you intend to carry out]

## SECTION 2 – GENERAL INFORMATION

Building Classification					
	Purpose Group	Floor Height	Please tick	Category	Class
Residential	Dwelling House – Single Occupancy	Under 7.5m		A	2
	Flats & dwelling houses	7.5m to 11m		B	
	Residential flats & dwelling houses	11m to 18m		C	
All Types Buildings	Buildings Other than dwellings	Under 7.5m		D	2
	All Buildings Other than Dwellings	7.5m to 11m		E	
	All Buildings Other than Dwellings	11m to 18m		F	

### Use of the building (Please tick)

	House	Flat	HMO	Commercial	Public Building	Other (describe)
Current						
Proposed						

Number of Stories	
Number of existing stories	[Enter number of stories]
Number of stories after completion of work	[Enter number of stories]

Height of the top storey	
Provide the floor height measured from ground level	[Enter height in meters]

Distance from boundary	
0 - 1m	[Enter distance in meters]
More than 1m	[Enter distance in meters]

Start of work (if known)	
<b>Start Date</b>	(DD/MM/YYYY)
<b>Commencement Date</b> State the date when it is proposed the work will reach the point when it is to be regarded as commenced in accordance with Regulation 46A (lapse of building control approval, commencement of work); or where the work does not consist of work to which paragraph (2) or (3) of Regulation 46A applies, state the details of the work which the client considers amounts to 15% of the proposed work	(DD/MM/YYYY)
* <b>NOTE:</b> Please note that the following is not considered as commencement of work: Removal of vegetation / Demolition of any previous buildings on site / Removal of topsoil / Removal of treatment of contaminated soil / Excavation of trial holes / Dynamic compaction / General site servicing works (e.g. roadways)	

Extension of time		
Do you agree to the extension of time?	Yes/No	(*delete as appropriate)

Declaration	
This application concerns the building work, etc., as described above.	Yes/No (*delete as appropriate)
The application is submitted in accordance with Regulation 12 (2) and is accompanied by the appropriate charge	Yes/No (*delete as appropriate)
I /we apply for a Building Regulation approval as described on this form and as detailed on any supplementary documents	Yes/No (*delete as appropriate)
<b>Declaration</b> - I am submitting this application in line with the Building Act 1984, the Building Safety Act 2022, and the Building Regulations 2010 (as amended).	Yes/No (*delete as appropriate)
Signature of the owner	[Please enter your electronic signature or type your name]
On behalf of the owner	[Enter the full name of the agent applying on behalf of the owner]
Date	(DD/MM/YYYY)

Please send the completed application form & existing and proposed plans to:	
Email:	<a href="mailto:Building.Control@camden.gov.uk">Building.Control@camden.gov.uk</a>
	Subject of email: Building Regulation Application
Post	Building Control, London Borough of Camden, 2 <sup>nd</sup> Floor, 5 Pancras Square, London, N1C 4AG

### SECTION 3 - INFORMATION DUTY HOLDERS

#### Owner (all fields are mandatory)

Full Name	[Enter First name & Surname]
Company Name (if applicable)	[Enter company name if applicable]
Full Address	[Enter full address, including postcode]
Telephone Number	[Enter phone number]
Email	[Enter email address]

#### Agent/person submitting application form if different from the owner (all fields are mandatory)

Full Name	[Enter First name & Surname]
Company Name (if applicable)	[Enter company name if applicable]
Full Address	[Enter full address, including postcode]
Telephone Number	[Enter phone number]
Email	[Enter email address]

#### Duty Holder – Principal Designer (all fields are mandatory)

**Declaration** - I confirm that I have fulfilled my duties as a principal designer (or sole designer) under Part 2A (duty holders and competence) of these Regulations.

Full Name	[Enter First name & Surname]
Company Name (if applicable)	[Enter company name if applicable]
Full Address	[Enter full address, including postcode]
Telephone Number	[Enter phone number]
Email	[Enter email address]
Signature	[Please enter your electronic signature or type your name]

#### Duty Holder – Principal Contractor (all fields are mandatory)

**Declaration** - I confirm that I have fulfilled my duties as a principal contractor (or sole contractor) under Part 2A (duty holders and competence) of these Regulations.

Full Name	[Enter First name & Surname]
Company Name (if applicable)	[Enter company name if applicable]
Full Address	[Enter full address, including postcode]
Telephone Number	[Enter phone number]
Email	[Enter email address]
Signature	[Please enter your electronic signature or type your name]

\*If more than one duty holder appointment is made, details and confirmation is required by each principal or sole contractor and principal designer or sole designer appointed by the client. Add additional contacts and statements as required.

### SECTION 4 – BILLING INFORMATION

#### Billing information – Details of the individual responsible for paying the fee related to this application

Full Name	[Enter First name & Surname]
Company Name (if applicable)	[Enter company name if applicable]
Full Address	[Enter full address, including postcode]
Telephone number	[Enter phone number]
Email Address	[Enter email address]

#### Billing information – use only if, the London Borough of Camden is liable for this payment

Full Name	[Enter the First name & Surname of the Housing Officer dealing with this project]
Department	[Enter Department]
Full Address	[Enter full address, including postcode]

Telephone number	[Enter phone number]
Email Address	[Enter email address]

### SECTION 5 – ESTIMATED COST OF WORK

Please note that your application should be supported by a written estimated cost of the work from the Principal Contractor. The estimated cost of the work should include the cost of the labour and the cost of materials (excluding VAT).

Estimated cost of the work - Refurbishment	
Please list below the refurbishment work	Please do not include in the cost of the work any work concerning extension, loft conversion, re-roofing & underpinning (state these separately in the tables below)
	[Enter the estimated cost of the work excluding VAT]

Estimated cost of the work - Extension		
Size	Please tick (m <sup>2</sup> )	The cost should exclude any works carried out on existing property.
Extension below 10m <sup>2</sup>		[Enter the estimated cost of the work excluding VAT]
Extension between 10m <sup>2</sup> - 60m <sup>2</sup>		[Enter the estimated cost of the work excluding VAT]
Extension above 60m <sup>2</sup>		[Enter the estimated cost of the work excluding VAT]

Estimated cost of work – Loft conversion	
Size	Please provide details
Loft conversion 0 - 60m <sup>2</sup>	[YES/NO]
Loft conversion exceeding 60m <sup>2</sup>	[YES/NO]
If, the loft conversion exceeds 60m <sup>2</sup>	[Enter the estimated cost of the work excluding VAT]

Estimated cost of the work – Reroofing	
Size	Please provide details
Reroofing of a single dwelling	[YES/NO]
Reroofing of all other residential buildings	[YES/NO]

Estimated cost of work – Underpinning	
Size	Please provide details
Underpinning 0 - 10m in length	
Underpinning exceeds 10m in length please provide the estimated cost of the work (excluding VAT)	[Enter the estimated cost of the work excluding VAT]

Work considering Disable Access (only if applicable)	
Size	Please provide details
Does whole work, or part, relate to disabled access?	[Solely disabled access work / Part of the work relates to disabled access] *Delete as appropriate

If, part - please itemise the work	
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## SECTION 6 – ADDITIONAL INFORMATION

### Public Sewer / Lateral Drains

Are you building over or within 3 metres of a public sewer?	Yes/No (*delete as appropriate)
Do you have a build-over agreement with your Local Water Authority?	Yes/No (*delete as appropriate)
Please provide a copy of the agreement and the plans showing surface and foul water systems in relation to the footprint of the building (provide pipe sizes if known). The evidence needs to be provided with the application form.	
*Informative: Lateral drains are pipes that carry wastewater from your property to a sewer	

### Freeholder consent

Did you obtain the Freeholder's consent to carry out the building work?	Yes/No (*delete as appropriate)
If, yes please provide evidence and contact details	[Enter Full Name] [Full Address, including postcode] [Telephone number] [Email address]
Is London Borough of Camden the owner of the building?	Yes/No (*delete as appropriate)
If Camden is the owner of the building, please provide the contact details of the Housing Officer assigned to this case	[Enter Full Name of Housing Officer] [Department] [Full Address, including postcode] [Telephone number] [Email address]

### Planning (only if applicable)

Did you obtain planning permission?	Yes/No (*delete as appropriate)
Planning Permission Application No.	[Enter Planning Application number]
Water Efficiency 110L/lpd (AD. G2)	[Enter details]
Accessible & adaptable buildings (AD. M4, Cat. 2)	[Enter details]
Wheelchair user dwelling (AD. M4, Cat. 3)	[Enter details]
Listed Building	[Enter details]
Conservation Area	[Enter details]
Tree Preservation Order	[Enter details]
Other	[Enter details]

### Party Wall Act (only if applicable)

Is there a Party Wall condition?	Yes/No (*delete as appropriate)
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### Competent Person Scheme also known as Self-certification Scheme (only if applicable)

Does any work being done under the Competent Person Scheme?	Yes/No (*delete as appropriate)
*Informative: If, work was undertaken by a person who is not registered, it is necessary to submit a Building Regulation Application	
*Informative: Please read more about the Competent Person Scheme	<a href="#">Competent person scheme - current schemes and how schemes are authorised - GOV.UK</a>

### CDM 2015

Have duties and responsibilities under CDM been considered?	Yes/No (*delete as appropriate)
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**Regulatory Reform (Fire Safety) Order 2005 (as amended)**

Is the building to which the RRO 2005 applies or will apply after the completion of the building work?

Yes/No

(\*delete as appropriate)

**SECTION 7 – INFORMATIVE****CHARGES**

Our fees and charges are settled in accordance with the Local Government Association. They can be viewed on our website using the following link <https://www.camden.gov.uk/fee-charges-building-control>  
For charges exceeding £900,000.00, you need to contact directly [Building.Control@camden.gov.uk](mailto:Building.Control@camden.gov.uk)

\*Please note that our charges are reviewed on an annual basis.

**ESTIMATED COST OF WORK & CHARGES**

Our charges are based on the estimated cost of the work, the type of the work and building complexity. The estimated cost of the work should include the total cost of the materials and labour, excluding VAT. Please note that an application form should be submitted together with a written estimated cost of the work obtained from the appointed Principal Contractor.

**HOW TO PAY**

Please note that a payment can be made once the application is registered and you have been provided with the project reference number and informed about the fees. See below methods of payment available:

- Online
- Invoice
- BACS payments
- Internal Journal (available only if the payer is the London Borough of Camden)

**Online payments**

To make a payment please use the following link for [payments online](#) (\*Please note that we cannot process payments made by American Express).

**Invoice**

To obtain the Invoice you are required to clarify who will be responsible for the payment and provide the following information:

- Full Name of the Company
- Full Name of the person dealing with this project
- Address
- Telephone number
- Email address
- Purchase Order Number (optional)

**BACS payments**

Please note that BACS payments typically take longer to be processed. We advise using Application Serial No./Invoice No. as a reference. Please see our BACS details below.

Account information:			
Sort code	<b>50-30-03</b>	Account type	<b>CBFM BUSINESS CURRENT</b>
Number	<b>24299480</b>	Bank name	<b>National Westminster Bank</b>
Currency	<b>GBP</b>	Branch name	<b>HAMPSTEAD VILLAGE</b>
Alias	<b>Income Account</b>	Paper statement produced	<b>10/12/2014</b>
Short name	<b>LONDON BOROUGH CAMDEN</b>	BIC	<b>NWBKGB2L</b>
IBAN	<b>GB71NWBK50300324299480</b>		

Once payment is made, please send a copy of the Bank Statement to [Building.Control@camden.gov.uk](mailto:Building.Control@camden.gov.uk)

## Internal Journal

Should payment be settled by Camden Council, please confirm the following information:

- Which Department is responsible for the payment? (please include individual name & contact details)
- Do you wish to proceed with a Revenue or Capital Journal?
- Cost Centre (6 digits number)
- Nominal (6 digits number)
- Sub-nominal (4 digits number)
- Project (7 digits number) – only for Capital-Journal
- Analysis (6 digits number)

Please note that payments done by the Internal Journal should exclude VAT.

## VALIDATION

Once the application is registered and validated we will send you an acknowledgement email, informing you of who is your assigned Building Control Inspector. Then you may contact the appointed inspector to progress with the project and arrange for the site inspections.

## PLANS

All plans should be prepared to a suitable scale (1:100 or 1:50) by an experienced professional such as an architect, surveyor or engineer.

## ADDITIONAL INFORMATION MAY BE REQUESTED

After validation of the application, you may be requested to provide the following information:

- Existing and proposed plans, including full floor layout
- Structural drawings and calculations (if any structural work is involved)
- Existing and proposed drainage layouts. (if any drainage work is involved)
- Plans for new buildings and extension work should show a connection to the public sewer
- Consultation with the London Fire Brigade may be applicable (if RRO 2005 applies), see the following link for more information [Fire safety: guidance for those with legal duties - GOV.UK \(www.gov.uk\)](https://www.gov.uk/guidance/fire-safety-guidance-for-those-with-legal-duties)

## COMPLIANCE

Compliance with the requirements of the Building Acts and the Building Regulations is determined during site inspection from time to time during the progress of any work. Any omission from the drawings submitted or unforeseen conditions on site may necessitate alterations to your proposals.

## COMPLETION OF WORK

Before issuing a Building Notice certificate, the Building Control Inspector needs to be satisfied, inter alia, that:

- The building work complies with the Building Regulations, as set out in Regulation 4, and
- We have received all required reports, information, test, installation, and commissioning certificates
- Duty Holders (Principal Designer and/or Contractor) submitted Declaration of Compliance in accordance with Regulation 16(4)

## IMPORTANT NOTE

If the works are not completed in a single start-to-finish operation and it stops in between for any reason for 6 months or more the application will be considered to be placed in abeyance or work stopped etc. There will be an additional charge to resurrect the application. The charges would be equivalent to two hours of our hourly rate at the time of resurrection.

If the work does not start within 3 years of the validation date, the record will be marked as lapsed. A new application will need to be submitted together with new drawings and charges. There will be no refund.