Application No.

WCCRGB

BUILDING CONTROL

## Building Regulations Application Form

#### Please read the attached notes before you fill in this form.

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **1 This application** | | | | | |
| Statement | I am submitting this application in line with the Building Regulations 2010. | | | | |
| **Select which type of application you are making by *deleting two of 1, 2 or 3* (*see Note A)*** | 1. Full Plans in line with Regulation 12 (2) (b).  I agree to a conditional approval, or | | | | |
| 2. Building Notice in line with Regulation 13, or | | | | |
| 3. Regularisation in line with Regulation 18 for completed work | | | | |
| Name |  | | | | |
| Signature |  | | Date |  | |
| Company /Organisation |  | | | | |
| Address |  | | | | |
|  | | | Postcode |  | |
| Email |  | | Telephone |  | |
|  | | | | | |
| **2 The building** | | | | | |
| Address of the building or site |  | | | | |
| What the building is used for now |  | | Number of storeys (including basements) | |  |
| What you plan to use the building for |  | | Height of the building  (if you know) | |  |
|  | | | | | |
| **3 The work** | | | | | |
| Description of the planned work or change of use *(see note B.)* | |  | | | |
| What is the floor area affected by the works? *(see note C)* | | | (m2) | | |
| What is the estimated cost of the works? *(see note D)* | | | £ | | |
| Date you expect the works to start *(see note E)* | | |  | | |
| How long will the works last? | | |  | | |
|  | | | | | |
| **4 Owner’s details** | | | | | |
| Name |  | | | | |
| Company /Organisation |  | | | | |
| Address |  | | | | |
|  | | | Postcode |  | |
| Email |  | | Telephone |  | |
|  | | | | | |
| **5 Builder’s details** | | | | | |
| Name |  | | | | |
| Company /Organisation |  | | | | |
| Address |  | | | | |
|  | | | Postcode |  | |
| Email |  | | Telephone |  | |

BC01 (11/16) Continued..

City of Westminster BC02 (04/13) District Surveyors

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **6 Charges** | | | | | |
| To pay by debit or credit card or to receive our BACS details give a contact email address *(see Note G)* | | |  | | |
| Person responsible for payment of inspection charge where relevant *(see Note H)* | | | | | |
| Name | |  | | | |
| Company /Organisation | |  | | | |
| Email | |  | | Telephone |  |
|  | | | | | |
| **7 Additional information** | | | | | |
| For Full Plans applications only, do you agree to extend the time limit from five weeks to two months if it becomes necessary? *(see Note I)* | | | | | Yes/No |
| For domestic electrical work, will an electrician registered with a Part P competent person scheme carry out the installation? *(see Note J)* | | | | | Yes/No |
| Is structural work proposed? *(see Note K)* | | | | | Yes/No |
|  | | | | | |
| **Send the completed application and relevant plans to:** | | | | | |
| Email | districtsurveyors@westminster.gov.uk | | | | |
| Apply On-line | As an alternative, you can apply on-line via our iApply Portal.  Please visit www.iapply.co.uk | | | | |

# **Notes to help you with your application**

**A Which application type to use**

A Regularisation application should be provided if the work has already been completed and you need retrospective approval.

A Full Plans application should be made if you intend to carry out building work to a building to which the Regulatory Reform (Fire Safety) Order 2005 applies or will apply after the completion of the building work.

A Building Notice application can be made if the building is a house, or a flat where the common parts are not affected by the building work.  
If you are unsure of which form to provide, please contact [districtsurveyors@westminster.gov.uk](mailto:districtsurveyors@westminster.gov.uk)

**B Description of the work and the plans we need**

A brief description of the planned works should be provided on the form. A set of detailed plans and any supporting documents, showing how the work will meet the regulations shall be submitted with the form. PDF is the preferred format for documents.

Should it be necessary, we may ask for one set of layout plans in paper format, which we will pass to the London Fire Authority for their statutory consultation.

**C Floor area of the building affected by the works**

For new buildings and extensions the floor area of the building works being conducted, is the aggregate internal floor area of each new storey or extension created.

Where work is being conducted to an existing building and does not add any new floor area, the aggregate internal floor area is based on where alterations are being carried out.

**D Estimated cost of work**

This is the cost of the building work which is subject to Building Regulations only, so will exclude costs of decorations, furniture and fittings, floor coverings, landscaping, etc.

**E Commencement Notices and so on**

Under the Building Regulations 2010, you are required to notify us at several key stages.

Commencement Notice – If you are not able to provide a date for when the work will start on this form, you must notify us in writing at least 48 hours before the work starts.

Completion Notice - You must notify us in writing within five days of finishing the work or occupying the building, whichever happens first.

Notices can be emailed to [districtsurveyors@westminster.gov.uk](mailto:districtsurveyors@westminster.gov.uk)

For other notifications (see Regulation 16) you can email or phone us.

**F Charges**

The charges for Building Regulations applications are set by the City of Westminster Building Regulations Charges Scheme. The charge depends on the use of the building, its floor area and the type of work you are proposing, and is described in detail in separate charges leaflets. You should have received details of our charges with this form, but if not, you can get details from our web site, or if you want us to email details to you, please phone 020 7641 6500.

**G Payment of application charge**

You will be informed of the amount you need to pay and how to make payment when your application has been reviewed. Your application will not be valid until payment has been received.   
  
You can make payments to us by credit or debit card, either on-line or by telephone, or by BACs transfer.

**H Payment of inspection charge**

Depending on the size of the project, some full plans applications are subject to a further charge for our site inspections (see charges leaflets for details).

This charge becomes due after our surveyor inspects the site for the first time. Unless you tell us otherwise in section 6 of the form, we will send the notification to pay to the applicant. You can make payments to us by credit or debit card, either on-line or by telephone, or by BACs transfer.

**I Full plans conditional approval and extending the time limit for our decision**

We aim to give you a decision as soon as possible, but for more complicated applications the usual time limit of five weeks is not always enough to allow further discussion or possible amendments to your plans. If you can agree to extend the time limit to two months, there is less chance of your plans being rejected. We ask you to agree to a conditional approval, so we will not need to send you a rejection notice if there are minor problems with the plans. You do not have to agree to this, but we advise that you do.

**J Domestic electrical works**

We expect that any electrical works controlled under Part P will be undertaken by a registered electrician who is a member of a competent person scheme. If this is not the case, we reserve the right to make an additional charge to use our own specialist electrical testing consultant to verify compliance.

**K Structural work**

Where structural works are part of the application we may use a structural engineering consultant to check the scheme on our behalf. We will need an extra set of the structural engineering plans and calculations and the contact details of your engineer to enable this.

**L Certificate of Completion**

Once you have given us a Completion Notice, in writing, and we have made a final inspection, we will give you a Certificate of Completion confirming that the work meets the Regulations.

**M Other permission**

You may also need permission under the Town and Country Planning Acts for your scheme. For more information, contact Development Planning Services, 12th Floor, City Hall, Victoria Street, London, SW1E 6QP.

**N Data protection**

Under the Data Protection Act 1998, any personal information you give us will be used only to deal with this application and, possibly, to contact you in the future about our service to you.

**O Contacting us**

When you have completed this form, send it along with any other supporting documents to: [districtsurveyors@westminster.gov.uk](mailto:districtsurveyors@westminster.gov.uk)

If you need to contact us via post please use our address:.

Building Control, 11th Floor, Westminster City Hall, 64 Victoria Street, London, SW1E 6QP.

If you have any queries you can phone us on 020 7641 6500, or visit our web pages: <http://www.westminster.gov.uk/building-control>