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# London Borough of Waltham Forest

## Building Control Service

Building Act 1984, The Building Regulations 2010

### BUILDING NOTICE APPLICATION



The Building Act 1984, The Building Safety Act 2022, The Building Regulations 2010 (as amended)

**IMPORTANT NOTE: THE BUILDING NOTICE APPLICATION IS ONLY SUITABLE FOR SMALL RESIDENTIAL/DOMESTIC PROJECTS.**

**IT IS NOT SUITABLE FOR NON-RESIDENTIAL WORKS OF ANY SIZE OR WORKS TO WHICH THE REGULATORY REFORM (FIRE SAFETY) ORDER APPLIES, PLEASE USE A FULL PLANS APPLICATION IN THESE INSTANCES.**

*Before completing this form please read the notes overleaf. Please type or use block capitals.*

**PLEASE COMPLETE AND RETURN TO: [building.control@walthamforest.gov.uk](mailto:building.control@walthamforest.gov.uk)**

**1 Applicant's details:**

Name: \_\_\_\_\_ Title: \_\_\_\_\_ Given Name: \_\_\_\_\_ Family Name: \_\_\_\_\_

Company: \_\_\_\_\_

Address: \_\_\_\_\_

Post code: \_\_\_\_\_

E-mail \_\_\_\_\_ Tel: \_\_\_\_\_ Fax: \_\_\_\_\_

**1a Client's details (if different from applicant):**

Name: \_\_\_\_\_ Title: \_\_\_\_\_ Given Name: \_\_\_\_\_ Family Name: \_\_\_\_\_

Company: \_\_\_\_\_

Address: \_\_\_\_\_

Post code: \_\_\_\_\_

E-mail \_\_\_\_\_ Tel: \_\_\_\_\_ Fax: \_\_\_\_\_

**2 Contractor's details:** **Must be provided before commencement!**

Name: \_\_\_\_\_ Title: \_\_\_\_\_ Given Name: \_\_\_\_\_ Family Name: \_\_\_\_\_

Company: \_\_\_\_\_

Address: \_\_\_\_\_

Post code: \_\_\_\_\_

E-mail \_\_\_\_\_ Tel: \_\_\_\_\_ Fax: \_\_\_\_\_

**3 Location of building to which work relates:**

Address: \_\_\_\_\_

Post code: \_\_\_\_\_

**4 Proposed work:**

Description: \_\_\_\_\_

**5 Use of building:**

1. If new building, extension or conversion please state proposed use: \_\_\_\_\_

2 state present use: \_\_\_\_\_

**6 Charges (see note 7)**

		<u>Charge</u>	+	<u>Vat</u>	=
Table 1 – Standard Charges	Project 1:	£	+		=
	Project 2 (if applicable)	£	+		=
	Project 3 (If applicable)	£	+		=
	Project 4 (If applicable)	£	+		=
Table 2: (Up to £250,000)	Project Value:£	£	+		=
Quote: (Over £250,000)	Project Value:£	£	+		=
<b>TOTAL CHARGES:</b>			+		=

**ONLINE PAYMENT RECEIPT REFERENCE:**

7

I will provide an electrical installation certificate and the schedule of test results issued by a **competent electrical engineer**, for any domestic/mixed use electrical installation forming part of this application. (**Failure to provide a suitable certificate will result in the need for an additional application and additional charges.**) **YES/NO**

8

**Statement:**

This notice, 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.

**Name:** \_\_\_\_\_ **Signed:** \_\_\_\_\_

**Date:** \_\_\_\_\_

For Office Use Only				For Office Use Only			
Date ALL info & payment recv'd	<input type="text" value=" / /20__"/>	Charges OK?	<input type="checkbox"/>	Ok to Validate?	<input type="checkbox"/>	Disabled?	<input type="checkbox"/>
TWU	<input type="checkbox"/>	LFB	<input type="checkbox"/>	Struct' Eng	<input type="checkbox"/>	<b>Online Payment Ref</b>	<input type="text"/>
Free Text:				Validated by			<input type="checkbox"/>

**IMPORTANT NOTE: UNDERSTANDING YOUR RESPONSIBILITIES! PLEASE TAKE TIME TO READ THE FOLLOWING:-**

<https://www.gov.uk/guidance/design-and-building-work-meeting-building-requirements>

**IMPORTANT NOTE:** Please be advised that for projects submitted and started after October 1st 2023 the following form will need to be submitted when the works are complete.

It can be completed and sent in in parts (i.e per dutyholder) but a completion certificate cannot be issued until all relevant parts have been recieved.

It is important to understand that as the owner/applicant, it is you are the person that must ensure compliance with the building regulations and engage such persons that are competent for the project in hand.

**IMPORTANT NOTE:** A Building Notice is specifically for small domestic works. However, we may sometimes ask for further information like structural calculations, plans and specifications, depending on the type of works.

## Regulation 16(4A) Completion Notice



The Building Act 1984  
The Building Safety Act 2022  
The Building Regulations 2010

**Waltham Forest Building Control Services**  
Town Hall Complex, Fellowship Square, Forest Road, Walthamstow, E17 4JF

A person who is required by [Regulation 12](#) to give a building notice or an application for building control approval with full plans for carrying out building work shall, not more than five days after that work has been completed, give the local authority a notice which complies with [Regulation 16 paragraph \(4A\)](#) as set out below. Requirements of dutyholders and their competence can be found in [Part 2A of the Building Regulations 2010 \(as amended\)](#)

### 1 Details of the application

Application Reference:

Address:

Postcode:

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### 2 Applicant Details

Title:

First Name:

Last Name:

Address:

Postcode:

Telephone:

Mobile:

Email:

#### **Declaration of the applicant**

I confirm that to the best of my knowledge the work complies with all applicable requirements of the building regulations.

**Signature of the applicant:**

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### 3 Client Details (where different from the applicant)

Title:

First Name:

Last Name:

Address:

Postcode:

Telephone:

Mobile:

Email:

#### **Declaration of the client**

I confirm that to the best of my knowledge the work complies with all applicable requirements of the building regulations.

**Signature of the client:**

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## 4 Principal (or Sole) Contractor Details

Name:

Company:

Address:

Postcode:

Telephone:

Mobile:

Email:

### Declaration of the principal contractor

I confirm that I have fulfilled by duties as a principal contractor (or sole contractor) under [Part 2A \(dutyholders and competence\)](#) of these Regulations.

**Signature of the principal contractor**

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## 5 Principal (or Sole) Designer Details

Name:

Company:

Address:

Postcode:

Telephone:

Mobile:

Email:

### Declaration of the principal designer

I confirm that I have fulfilled by duties as a principal designer (or sole designer) under [Part 2A \(dutyholders and competence\)](#) of these Regulations.

**Signature of the principal designer**

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**This form should be completed and returned to Building Control within 5 days of completion of work on site.**

[building.control@walthamforest.gov.uk](mailto:building.control@walthamforest.gov.uk)

Town Hall Complex, Fellowship Square, Forest Road, Walthamstow, E17 4JF

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**A Completion Certificate cannot be issued  
until this form is completed**

## Notes

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- 1, The **applicant** is the person on whose behalf the work is being carried out, e.g. the owner of the building.
- 2, Only one copy of this notice should be completed and submitted.
- 3, A Building Notice Application can only be accepted for works to domestic properties.
- 4, If the works involve the building over (or within 3m) of a public sewer maintained by Thames Water Utilities a **Full Plans** Application must be used unless the owner/developer has a Build over Sewer Agreement before submitting (Evidence will be required) For further information please contact: Thames Water Utilities Ltd, Developer Services at: [developer.services@thameswater.co.uk](mailto:developer.services@thameswater.co.uk) – 0845 850 2777
- 5, Where the proposed work includes **the erection of a new building or extension** this Notice should be accompanied by a block plan to a scale of not less than 1:1250 showing the size and position of the building, or the building as extended, and its relationship to adjoining boundaries and drainage provisions.
- 6, Where the proposed work involves **the insertion of insulating material into cavity walls** this Notice should be accompanied by a statement indicating the name and type of insulating material to be used and whether or not the insulating material is approved by the British Board of Agreement or conforms to a British Standard specification together with confirmation that 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.
- 7, Where the proposed work involves **the provision of an unvented hot water storage system**, this Notice should be accompanied by a statement indicating the name, make, model and type of hot water storage system to be installed. 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 2010 and the name of the body, if any, which has issued any current registered identity card to the installer or proposed installer of the system.
- 8, A **charge is payable** in respect of assessment of this application and inspection of the building work. This charge is payable at the time of submission of this Notice and covers all necessary site visits until satisfactory completion of the work in accordance with the Building Regulations. **Please note that Building Regulation charges are not generally refundable, but in exceptional circumstances and where building works are NOT to go ahead a refund may be given minus any administration charges.**

The Building Notice Charge is calculated in accordance with the current Building (Local Authority Charges) Regulations.

Annex A, Table 1, describes the Charges payable for domestic buildings and standard/common building projects.  
Annex A, Table 2, describes the Charges payable for extensions/alterations to commercial properties and standard/common building projects up to the value of £250,000.

A Quote is applicable if the proposed building work falls outside of the above works (over £250,000) and refers to where a specific quotation for the works has been provided.

**Charge Guide** – Where the project consists of more than one part, charges are payable for each part. For charge calculation purposes the “Main project” means the larger of the intended projects (extension, loft conversion etc), Project 2 and so on are the additional parts (chimney breast removal, through lounge, replacement windows etc )

**Payment** – The London Borough of Waltham Forest now ONLY accept online payments through our web-page portal [https://apps.adelante.co.uk/SmartPay/walthamforest/Pay4/default.aspx?fundcode=77\\_01](https://apps.adelante.co.uk/SmartPay/walthamforest/Pay4/default.aspx?fundcode=77_01)

- 9, **These notes are for general guidance only**; particulars regarding the submission of Building Notices are contained in Regulation 13 of the Building Regulations 2010 and in respect of charges, in the Building (Local Authority Charges) Regulations 1998 and London borough of Waltham forest, current Scheme of Charges.
- 10, Under the requirements of the Building Regulations this Building Notice shall cease to have effect from three years after it has been given to the local authority unless the building work to which it relates has been commenced before the expiry of the period.
- 11, The term ‘**competent electrical engineer**’ means a qualified person having the appropriate qualifications, knowledge and experience to carry out the inspection and testing procedures and complete the relevant electrical installation certificate. A copy of that BS 7671 Installation certificate will be required before a building regulation completion certificate can be issued.  
Electrical installers (or their registration body) registered with a Part P competent person self-certification scheme must issue a building regulation compliance certificate to the owner/applicant/occupant within 30 days of the work being completed

**PLANNING:** Persons who intend to carry out building work or propose a material change of use of a building are reminded that permission may also be required under the Town and Country Planning Acts. Please refer to the Planning Portal and/or your Agent for further details. <https://www.planningportal.co.uk/permission> or <https://www.walthamforest.gov.uk/planning-and-building-control/about-planning-permission/householder-advice-service> for householder advice.

- 12, **PARTY WALL ACT 1996:** Where works involve building close to a neighbour's boundary or building, the requirements of the Party Wall Act 1996 may come into force. If the Act is applicable, you will be required to notify your neighbour/s and enter into a Party Wall Agreement before commencing the project. This is not a matter overseen by the Building Control Service. The Government have produced a guidance booklet for your assistance. <https://www.gov.uk/party-walls-building-works>
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