

### Step 3 Validity checklist



- The correct Regularisation fee (please refer to the enclosed fee sheet) There is no VAT to pay on these charges. If you wish to pay by Debit/Credit card please contact the Building Control Administration team on 020 7926 9000
- A statement that the application is made in accordance with this regularisation
- Where possible a plan of the unauthorised work
- Where possible a plan showing any additional work to be carried out to secure that the unauthorised work complies with the requirements relating to building work in the building regulations which were applicable to that work when it was carried out.

London Building Acts (Amendment) Act 1939  
Greater London Council (General Powers) Act 1982  
**London Building Acts (Amendment) Act 1939 Part IV  
Special and Temporary Structures  
Section 30**  
**APPLICATION FOR CONSENT**

#### Best Value Evaluation

At Lambeth, we are committed to Service Excellence and value all comments and feedback from you - our customers. Please spend a few moments rating the following statements.

1 - Disagree, 2 - Neutral, 3 - Agree

I found the application form clear and straight forward to use	
The accompanying fee sheet was easy to understand	
Staff were informative and helpful to my needs	
I was sent all the relevant information	
Overall, I feel satisfied with the service I have received	

#### Further Information

If you have any queries regarding the charges, please contact us on 020 7926 9000  
OR: [buildingcontrol@lambeth.gov.uk](mailto:buildingcontrol@lambeth.gov.uk)

Please submit your application to:  
Lambeth Building Control, Housing Regeneration and Environment,  
Phoenix House, 10 Wandsworth Road, LONDON, SW8 2LL.  
And make cheques payable to London Borough of Lambeth.

IF YOU WOULD LIKE FURTHER ASSISTANCE OR GUIDANCE IN  
COMPLETING THIS FORM PLEASE DO NOT HESITATE TO  
CONTACT US DIRECTLY AND WE WILL BE HAPPY TO HELP



## Step 1 Help Notes

Note that this type of submission can only be made for certain types of project

Special/temporary structures include the following (but is not exclusive):

- Marquees and large tents • Flag poles
- Scaffolding for camera platforms (outside) • Free Standing signs
- Scaffold cable supports • Floodlight towers
- Seating • Radio relay / transmission assemblies
- Observation towers and platforms • Chain link fencing over 3 metres high
- Petrol station canopies and illuminated free standing signs • Machinery supporting structures (e.g. conveyors, silos, cladding, platforms)
- Flues and ducts freestanding or attached to a building • Freestanding staircases
- Hoists & lifts attached to buildings • Bridges connecting buildings
- Covered ways • Adventure playground structures
- Extension stages for concerts and events (outside) • Garages
- Spectator stands • Temporary scaffold (not building site)
- Lifting beams • Scaffolding and timber structures
- Satellite dishes >1.5 metre diameter • Free standing walls > 2 metres high
- Plant screens on support frames • Plant on supporting structures attached to buildings
- Advertising hoardings

**The consent will be issued for a minimum of 1 year and a maximum of 5years dependent on the nature of the structure.**

If your work does not refer to the above list, please contact us on 020 7926 9000 or [buildingcontrol@lambeth.gov.uk](mailto:buildingcontrol@lambeth.gov.uk) to discuss individual cases.

1. Full site address or location of the land which the structure is to be set up.
2. Specific details of proposed work.
3. Specify both the previous and proposed use of the building / structure / land
- 4, 5, List details of the plans submitted with the application and confirm the statements
6. Contact details of the applicant
7. Contact details of the person who is responsible for the building or structure and on whose behalf this application is made. This will be our first point of contact for all queries

The Building (Local Authority Charges) Regulations make the person "on whose behalf work is to be carried out" liable to pay the fee. This usually means the owner of the property to which the application relates.

**Consequently ANY invoices for outstanding charges will be sent to the owner**

8. Sign, print and date the document

## Step 2 Notes to Applicants

Persons proposing to carry out building work or make a material change of use of a building are reminded that permission may be required under the Town and Country Planning Acts.

## Section 30 Application

This application can be used for new or renewals

1. Site Address:		2. Description of building or structure:	
3. Purpose for which structure is to be used:		4. List of plans submitted with application:	
5. * Please delete where appropriate			
Is the building / structure existing or to be erected?		*Yes / No	
Planning Permission Reference Number			
6. Applicant/Owner Contact details:			
Title:	Forename	Surname/Company:	
Address:			
Phone:		Mobile:	
Fax:		E-mail	
7. Contact details of the firm who is responsible and on whose behalf this application is made:			
Title:	Forename	Surname/Company:	
Address:			
Phone:		Mobile:	
Fax:		E-mail	

I hereby apply for consent to set up, erect or to retain the building or structure described in this application and on the attached plans

8. Signed*	Forename:	Surname:	Date:	
:				
Print:			* State position	

### For Official use only

Fee due:			Letter sent:	
Fee paid:		Register?		
Receipt no:		Date:		