

# APPLICATION FOR BUILDING NOTICE

This application form has been designed for your ease of use. Guidelines have been split into three steps:

1. Help notes to complete the form
2. Additional notes to applicants referring to specific elements of the Building Notice
3. A checklist for your application to ensure it is treated as valid.

Please read all three stages carefully before submitting this form.

**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 e.g. domestic, re-roofing, back extensions, loft conversions, removal load bearing wall, internal alterations. This does not include commercial buildings or flats where the work may affect the communal escape stairs.

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

- 1 & 2 Full site address and specific details of proposed work.
- 3 If you require an inspection on a particular date, please specify in the box and phone to confirm the appointment with the relevant Building Control Surveyor.
- 4 Fees for the Building Notice applications are assessed based on the information provided in this section.
  - (a). If the works fall under more than one schedule the relevant schedules will be used to calculate our fees.
  - (b) That if the application is withdrawn after registration there will be a charge of £50 and if a site inspection has been made prior to the withdrawal there will be an additional charge. The payment for this must be submitted with the initial application.If a completion certificate is required, there will be an additional charge payable on request.
- 5 The applicant is the person on whose behalf the work is being carried out  
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 The form should be signed, dated and returned at least 2 days prior to commencement of Building Works.

## Step 2 Notes to Applicants

- **Schedule 1** prescribes the plan and inspection charge payable for small domestic buildings.
- **Schedule 2** prescribes the charge payable for small alterations and extensions to a dwelling house, and the addition of a small garage or carport.
- **Schedule 3** prescribes the charge payable for all other cases.
- Non-controlled elements of the works include such items as landscaping and professional fees. VAT can be excluded from the estimate.

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 no less than 21 days notice to the appropriate authority (Thames Water).

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.

This Building Notice shall cease to have effect from three years after it is given to the local authority unless the work has been commenced before the expiry of that period.

These notes are for general guidance only particulars regarding the submission of Building Notices are contained within the Building (Local Authority Charges) Regulations 1998.

**Please make cheques payable to London Borough of Lambeth.**

Registration no:

### Step 3 Checklist

|   |  |                               |  |
|---|--|-------------------------------|--|
| 1. Site Address:  |  | 2. Details of proposed work:  |  |
|   |  |                               |  |
|   |  |                               |  |
| Postcode:   |  | Planning Consent Number:      |  |
| Present use:  |  | Proposed use:                 |  |
| 3. Dates of work:   |  | 4. Fee calculation:           |  |
| Date of commencement:   |  | No. of dwellings:             |  |
| Date first inspection required:   |  | Total floor area of extension |  |
| Duration of contract:   |  | Estimated total cost of work: |  |
| 5. Applicant/Owner:<br>The person "on whose behalf work is to be carried out" remains responsible for all fees despite any contract they may have for the builder or any other person to pay the charge |  |                               |  |
| Title:  |  | Forename: Surname/Company:    |  |
| Address:  |  |                               |  |
|   |  |                               |  |
| Phone:  |  | Mobile:                       |  |
| Fax:  |  | E-mail:                       |  |
| 6. Architect/Agent:   |  | 7. Builder/Contractor/Company |  |
| Title: Forename: Surname:   |  | Title: Forename: Surname:     |  |
| Address   |  | Address:                      |  |
|   |  |                               |  |
| Contact:  |  | Contact:                      |  |
| E-mail:   |  | E-mail:                       |  |
| Contact telephone number:   |  | Contact telephone number:     |  |

The \*Owner / \*Agent / \*Builder is your first point of contact for all queries (please tick one)

I have read all the guidelines and completed the above form with information that to the best of my knowledge is accurate. I understand there is a separate additional charge should a completion certificate be required

|             |  |                                    |  |
|-------------|--|------------------------------------|--|
| 8. Signed*: |  | Date:                              |  |
|             |  |                                    |  |
| Forename:   |  | Surname:                           |  |
|             |  | * Owner Architect Engineer Builder |  |

**For Official use only**

|              |  |           |  |              |  |
|--------------|--|-----------|--|--------------|--|
| BN fee due:  |  |           |  | Charge type: |  |
| BN Fee paid: |  | Register? |  |              |  |
| Receipt no:  |  | Date:     |  |              |  |

## Step 3 Validity checklist

- The correct Building Notice fee, any plans and details together with an estimate of cost. Make cheques payable to **London Borough of Lambeth**. Send your application to the address below.
- Where proposed work involves the erection of a new building or extension please include a block to plan scale of not less than 1:1250 showing:
  - The size and position of the building, or the building as extended, and its relationship to ad-joining boundaries
  - The boundaries of the curtilage of the building, or the building as extended, and the size, position and use of every other building or proposed building with curtilage.
  - The width and position of any street on or within the boundaries of the curtilage of the building or the building as extended
  - The provision to be made for the drainage of the building, or extension
- Where proposed work involves the insertion of insulating material into the cavity walls of a building, please include:
  - The name and type of insulating material to be used
  - Whether or not the insulating material has been approved by the British Board of agreement or conforms to a British Standard Specification
  - Whether or not 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.
- Where proposed work involves the provision of an un-vented hot water storage system, please include:
  - The name, make 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 schedule 1 to the Building Regulations 2000.
  - The name and body, if any, which has issued any current registered operative identity card to the installer or proposed installer of the system

## 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 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

|  |
|--|
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|  |

### 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.