

Harrow Building Control FULL PLANS APPLICATION



The Building Act 1984
The Building Regulations 2010

1	Applicants Details (see note 1)			
	Name:			
	Address:			
	Postcode:	E Mail:	Tel:	
2	Agents Details (if applicable) (see note 2)			
	Name:			
	Address:			
	Postcode:	E Mail:	Tel:	
3	Location of building to which this application relates			
	Address:			
4	Proposed Work			
	Description:			
5	Use of building			
	1. If new building or extension please state proposed use:			
	2. If existing building state present use:			
	3. Is the building a building in relation to which the Regulatory Reform (Fire Safety) Order 2005 applies? (see note 4)	Yes	No	
6	Additional Information			
	1. Where a new building or an extension to a building is to be erected are there any trees within 30 metres of the building? (If Yes, show species, size and location on plan)	Yes	No	
	2. Does the work involve any controlled domestic electrical work? (If yes, complete 3 below)	Yes	No	
	3. If yes, will a competent person, who is registered with a Part P self-certification scheme, carry out the electrical installation? If no or this is not know, an additional charge, as noted under Table B, will be added to the inspection charge.	Not Known	Yes No	
	4. Where multiple works are proposed, will all works be carried out at the same time? (see note 6)	Not Known	Yes No	
	5. Are the proposed works likely to take longer than 12 months to complete from start to finish? (see note 7)	Not Known	Yes No	
	6. New Dwellings For New Build Houses & Flats No. of units for sale (private) _____ No. of units for rental (Housing Association) _____ * I confirm that one or more of the following 'Optional Requirements' in the Building Regulations 2010 apply to this work:- * i) Regulation 36 (2)(b) – Optional Water Efficiency requirements of 110 litres per person per day; * ii) Schedule 1 Part M Optional Requirement M4(2) (category 2 – accessible and adaptable dwellings); * iii) Schedule 1 Part M Optional Requirement M4(3) (category 3 – wheelchair user dwellings) Or I confirm that planning permission has not yet been granted for the work and that the information required as set out above will be supplied as a supplement to this application before the end of the period of 28 days beginning on the day after planning permission is granted for the building work		Yes	No
		Yes	No	
		Yes	No	
7	Conditions (see note 10) Do you consent to the plans being passed subject to conditions where appropriate?		Yes No	

8	Charges (see notes 5-8 and separate Fee Guidance Notes for information)			Plan Charge (inc. VAT)
	1. If Table A work please state the number of dwellings:	No.		
	2. If Table B or D work please state floor area for each part of the work. (eg. 1-extension, 2-loft conversion, 3- garage conversion):	1	m ²	£
		2	m ²	£
		3	m ²	£
	3. If Table C or E work please state (1) the estimated cost of work and/or (2) basis of charge.	1	£	£
		2		£
4. Has a fee quotation been provided for the proposed work? If so, specify fee and quotation reference.	Ref		£	
Total Plan Charge :			£	

Details of person(s) responsible for payment of inspection fee (if different to section 1 above):

9	Declaration		
	This application is made in relation to the building work as described above and is in accordance with Regulation 12(2)(b) of the Building Regulations 2010. I have read and understand the details given in notes 7 & 8 (attached) and have advised the applicant as appropriate.		
	I agree to an extension of time from 5 weeks to 2 months. <i>(Please note that this will not mean a delay in dealing with your submission but will avoid the plans being rejected after 5 weeks if requested information / details have not been provided.)</i> If you do not agree, please write "NO" in the box to the right.		
B C 1	Name:	Signature:	Date:

Please refer to attached notes before completing and submitting this application form.

Please make cheques payable to "**London Borough of Harrow**". Alternatively payments can be made by debit or credit card over the phone once an application has been submitted. Please telephone 020 8901 2650 should you wish to use this facility.

Please send your completed application form, appropriate plans and documents and the required Plan charge fee to:-

**Building Control Department
Harrow Council
PO Box 37
Civic Centre
Harrow
HA1 2UY**

We are also able to accept a scanned copy of the completed application form along with electronic copies of your plans and details should you wish to submit the application via email. Please email all plans/document as pdf files to **bcontrol@harrow.gov.uk** Payment can then be made as noted above.

We also accept on-line applications submitted via Submit-A-Plan should you wish to use this method. Please visit **www.submitaplan.com** for details. Payment can then be made as noted above.



Harrow Building Control

1. The applicant is the owner of the property where the work is to be carried out, e.g. the building's owner.
2. If an agent is named all correspondence will be sent to their address.
3. One copy of the notice should be completed and submitted with **one set of plans and particulars** in accordance with the requirements of Building Regulation 14.
4. The Regulatory Reform (Fire Safety) Order 2005 applies to all premises except those stated in article 6(1) of the Order.
i.e. it does not apply to domestic premises occupied as a private dwelling. The Order does however apply to domestic flats where there are communal areas.
5. Subject to certain exceptions a Full Plans submission attracts charges payable by whom or on whose behalf the work is to be carried out. Charges are payable in two stages. The first charge (the **Plan Charge**) must accompany the deposit of plans and the second charge (the **Inspection Charge**) is payable by the person on whose behalf the work is being carried out. This second charge is payable on demand after the first inspection of the work and is a single payment in respect of each individual building to cover all site visits and consultations which may be necessary until the work is satisfactorily completed. Standard charges are set out in the **Building Regulation Charges Tables**. (See separate fee guidance notes and tables)
Table A prescribes the **Standard** plan and inspection charges payable for small domestic buildings and flat conversions.
Tables B & C prescribes the **Standard** charges for small domestic extensions and certain alterations to a single dwelling and for the erection of certain small garages or car ports.
Table D & E prescribes the **Standard** charges payable for non-domestic extensions and certain alterations.
For all other work not shown as a **Standard** charge in the charges tables the fee(s) will be **Individually Assessed** by Harrow Building Control. A fee quotation request form can be obtained from Harrow Building Control or downloaded from the web site – **www.harrow.gov.uk/buildingcontrol**
6. If you are carrying out multiple extensions and/or alterations on a dwelling 'at the same time', a reduction in the standard charges may be applied; therefore please ask for an individual assessment of the charge for this type of work unless you wish to use the standard charges. For example, an extension with a floor area not exceeding 10m² and a loft conversion with a floor area not exceeding 60m² would require two separate fees. If they are built at the same time, a reduction may be applied to the inspection fee.
7. These standard charges have been set by the authority on the basis that the building work does not consist of, or include, innovative or high risk construction techniques (details available from the authority) and/or the duration of the building work from commencement to completion does not exceed 12 months. Where the duration of the work is likely to exceed 12 months additional charges may be applied.
8. The charges have also been set on the basis that the design and building work is undertaken by a person or company that is competent to carry out the relevant design and building work referred to in the standard charges tables. If they are not, the work may incur supplementary charges. For example, if the work is carried out by a person that is not of a good standard and, due to the quality of the work, more inspections are required than would normally be expected for the type of work, additional charges may be applied.
9. Subject to certain provisions of the Public Health Act 1936 and the Water Industry Act 1991, the owners and occupiers of premises are entitled to have their private, foul and surface water drains and sewers connected to appropriate public sewers where available. Persons wishing to make such connections must obtain an application form from the relevant Water Authority; the applicant should allow up to 21 days for permission to be given. Connections of private surface water drains and sewers to watercourses will also require approval from the Council or the National Rivers Authority. For application forms, further information and advice please telephone 0208 424 1585.
10. Section 16 of the Building Act 1984 provides for the passing of plans subject to conditions. The conditions may specify modifications to the deposited plans and/or that further plans shall be deposited.
11. Trees may affect foundation depths. If section 7 is incorrectly answered delays and/or additional costs may be incurred.
12. These notes are for general guidance only. Particulars regarding the deposit of plans are contained in Regulation 14 of the Building Regulations 2010 and, in respect of charges, in the Building (Local Authority Charges) Regulations 2010 and the current London Borough of Harrow Building Regulation Charges Scheme.
13. 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. Agreement, as appropriate, may also be required under the provision of the Party Wall etc. Act 1996.
14. Withdrawal of an application and refunds will be subject to an administration charge of a minimum 1 hour charged at the hourly rate as published in the current Scheme of Charges applicable at that time.
Further information and advice regarding the Building Regulations may be obtained from the Building Control Section on 020 8736 6058 or from our web site: **www.harrow.gov.uk/buildingcontrol**