

Harrow Building Control
**BUILDING REGULATIONS APPLICATION
FOR BUILDING CONTROL APPROVAL
WITH FULL PLANS**

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



1	Applicants Details (see note 1)			
	Name:			
	Address:			
	Postcode:	E Mail:	Tel:	
2	Client Details (where different from the applicant) (see note 2)			
	Name:			
	Address:			
	Postcode:	E Mail:	Tel:	
3	Principal Contractor/Sole Contractor details (where known)			
	Name:			
	Address:			
	Postcode:	E Mail:	Tel:	
4	Principal Designer/Sole or Lead Designer details (see note 3)			
	Name:			
	Address:			
	Postcode:	E Mail:	Tel:	
5	Location of site to which the building work relates			
	Address:			
6	Proposed Work (see note 17)			
	Provide a description of the proposed works:			
	a. The intended use of the Building			
	b. The height of the Building after the proposed work			
	c. The number of storeys in the Building after the proposed work			
	d. Any additional information required			
7	Existing Buildings (see note 17)			
	Where applicable, provide a description of the existing building including:			
	a. The current use of the building including current use of each storey			
	b. The height of the building			
8	Regulatory Reform (Fire Safety) Order 2005 (as amended)			
	Is the building a building in relation to which the Regulatory Reform (Fire Safety) Order 2005 applies? (see note 4)	Yes	No	
9	Additional Information			
	a. 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) (see note 12)	Yes	No	
	b. Does the work involve any controlled domestic electrical work? (If yes, complete c below)	Yes	No	
	c. 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
	d. Where multiple works are proposed, will all works be carried out at the same time? (see note 7)	Not Known	Yes	No

<p>e. 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:-</p> <p>* 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</p>	Yes	No
<p>f. Infrastructure for electronic communications. I confirm that I have provided a connectivity plan as required in regulation RA1. (Failure to provide this may result in delays validating the application).</p>	Yes	No

<p>10 Granting of an application for Building Control Approval with Full Plans subject to Requirements (see note 11)</p>		
Do you consent to the plans being passed subject to requirements where appropriate?	Yes	No

<p>11 Charges (see notes 6-9 and separate Fee Guidance Notes for information)</p>			<p>Plan Charge (inc. VAT)</p>	
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		£	
<p style="text-align: right;">Total Plan Charge :</p>			<p>£</p>	
<p>Details of person(s) responsible for payment of inspection fee (if different to section 1 above):</p>				

<p>12 Commencement (see note 16) State the date when it is proposed the work will reach the point when it is to be regarded as commenced in accordance with Regulation 46A (lapse of building control approval, commencement of work); or where the work does not consist of work to which paragraph (2) or (3) of Regulation 46A applies, state the details of the work which the client considers amounts to 15% of the proposed work:</p>

<p>13 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.</p>		
<p>Do you agree to an extension of time beyond 5 weeks (<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>) to an extended time of 2 months or later period agreed with Building Control. Please write "2 months" or a suggested date to be agreed with Building Control in the box to the right if you agree to an extension. (see note 18)</p>		
<p>Signature of the applicant</p>	<p>Signature:</p>	<p>Date:</p>
<p>Signature of the client (Where client is not applicant)</p>	<p>Signature:</p>	<p>Date:</p>

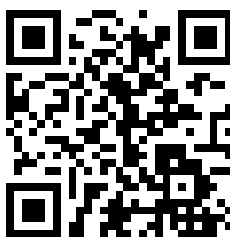
Please refer to attached notes before completing and submitting this application form.

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
HA3 3QZ**

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

VAT Registration No. 222421318

Notes

1. The applicant is the owner of the property where the work is to be carried out, e.g. the building's owner.
2. Where the application is not being submitted by the client, you will need to also provide a 'Statement of consent', signed and dated by the client stating that they agree the application can be made and information contained in the application is correct.
3. If a Principal Designer is named all correspondence will be sent to their address.
4. 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.
5. 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.
6. 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 may be 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 – [Applications – Building control – London Borough of Harrow](#)
7. 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.

8. 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 (as determined by 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.
9. 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.
10. 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.
11. Section 16 of the Building Act 1984 provides for the passing of plans subject to requirements (formally known per 2023 as conditions). The requirements may specify modifications to the deposited plans and/or that further plans shall be deposited.
12. Trees may affect foundation depths. If section 7 is incorrectly answered delays and/or additional costs may be incurred.
13. 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.
14. 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.
15. 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 in addition to any work carried out as part of the application.
16. State the date when it is proposed the work will reach the point when it is to be regarded as commenced in accordance with [Regulation 46A](#) (lapse of building control approval, commencement of work); or where the work does not consist of work to which paragraph (2) or (3) of [Regulation 46A](#) applies, state the details of the work which the client considers amounts to 15% of the proposed work
17. If the Building as existing or proposed, is a higher-risk building (HRB) in accordance with Regulation 2B, an application for building control approval with full plans cannot be granted by the local authority. Applications for building work to higher-risk buildings can be made [here](#) with the Building Safety Regulator.
18. An extension of time should be specified on the application form as either 2 months, or, a date suggested by the applicant which should be agreed with Building Control.

Further information regarding the Building Regulations may be obtained from the Building Control Section on 020 8736 6058 or from our web site: <https://www.harrow.gov.uk/planning-developments/building-control-applications>