

A Full Plans application **MUST** be deposited in the following situations. (Building Notices will not be accepted)

- Where intending to carry out Building work to which The Regulatory Reform (Fire Safety) Order 2005 applies, or will apply after completion of the work (i.e. Offices, factories, shops, hotels & boarding houses; a 'workplace', HMO or residential building including common parts); or
- Where intending to carry out work which includes the erection of a building fronting a private street, or
- Where intending to carry out building work in relation to which H4 (Building over or near to a Public Sewer) imposes a requirement.

This form should be completed and returned with a site plan (1:1250), copies of plans, details & calculations together with plan charge [refer to the Building (Local Authority Charges) Regulations and BC Charge Guidance Notes]. **Refer to Notes on Page 4**

You are advised that approval under the Town & Country Planning Acts may also be required.

Please return to: **Building Control, 7th Floor, Brent Civic Centre, Engineers Way, Wembley HA9 0FJ**

Please Note: Please include your contact telephone number and email address, Building Control will send correspondence direct to your email.

1	APPLICANT (OWNER) This is generally the person responsible for payment of inspection charges	
	Name:	
	Address:	
	Telephone:	YOUR Reference:
	Mobile:	E-Mail:

2	AGENT (TO RECEIVE CORRESPONDENCE)	
	Name:	
	Address:	
	Telephone:	YOUR Reference:
	Mobile:	E-Mail:

3	BUILDER / Contractor (if known)	
	Name:	
	Address:	
	Telephone:	YOUR Reference:
	Mobile:	E-Mail:

4	Address or location of proposed works:
	Postcode

5	Full description of Proposed works including details of electrical work and any change of use:
	Are there any trees within 35m of the proposed building or building extension? Yes [] No [] Provide Details

6	Proposed Date of Commencement: / /	NOTICE OF COMMENCEMENT SHOULD BE RECEIVED BY BC 48 HOURS PRIOR TO START OF WORK ON SITE.
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7	Purpose for which Building or extension will be used:	8	Last known (previous) use of Building, extension or land:
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9	Does the work involve electrical installation covered by Part P? YES [] No []
	Is Electrical work to be undertaken and certified by a "Competent Person" under a self-certification scheme? YES [] No []
	Scheme Name: _____ Contractors Ref No: _____
	Does the work involve the installation/replacement of a boiler? YES [] No [] Under Gas Safe YES [] NO []

Note: Ensure works notified through CPS schemes)

10 FOR NEW BUILD DWELLINGS AND NEWLY CREATED DWELLINGS ONLY	
Do you have Planning Permission? YES [] NO []	REFERENCE No: /
How many new build houses and flats are for SALE (Private) [] or for RENTAL (Housing Association) []	
Have Planning specified any optional requirements? YES [] NO [] WAITING PERMISSION []	
Please specify the number of units required under the following categories:	
Part M4 (2) Accessible and Adaptable Dwellings.	YES [] NO [] NUMBER OF UNITS []
Part M4 (3) Wheelchair User Dwellings	YES [] NO [] NUMBER OF UNITS []
Regulation 36 (2)(b) – Optional Water Efficiency Requirements of 110 litres per person per day	YES [] NO []
Please NOTE: The above information is necessary to progress your application. If you do not yet have Planning Permission this information must be provided within 28 days of that consent.	

11 BUILDING CONTROL CHARGES – REFER TO CHARGES GUIDANCE				
Please note that more than one type of fee may be payable (refer a - q below)				
Indicate whether the proposal involves:				BR Charge
a) Newbuild: Dwellings (< 250 m²). Where above 15 units - individually assessed	YES/NO	⇒ No. of dwellings =	Charge(Table A)=	£
b) Garages/Carports (< 40 m² or 40-60m²) NOTE: If > 60m ² . use estimated costs and Table D	YES/NO	⇒ Size =	m ² . Charge(Table B)=	£
c) DOMESTIC / Residential Extension (or outbuilding) under 10m², <40m², <60m² or <100m² Where >100m ² individually assessed or use Table D – minimum charges apply	YES/NO	⇒ Size =	m ² . Charge(Table B)=	£
d) Do Newbuild Dwellings or extension include Basements? Additional Charge will be required for each	YES/NO	⇒No. of basement(s) =	Charge(Table B)=	£
e) DOMESTIC /Residential Loft Conversions < 60m² or <100m². Where >100m ² individually assessed or Table D – minimum charges apply	YES/NO	⇒ Size	m ² . Charge(Table B)=	£
f) Conversion of garage to habitable room	YES/NO	Fixed Charge	Charge(Table B)=	£
g) DOMESTIC Alteration work undertaken AT SAME TIME as extension or loft conversion.	Alterations costing <£10k		Charge(Table B)=	£
	Alterations costing < £20k		Charge(Table B)=	£
	Conversion of garage to habitable room		Charge(Table B)=	£
h) MULTIPLE WORKS on Single Family Dwelling (as above) – CAPPED rate for items b-g above.	Works do not include electrical or boiler installation – separate charge		Charge(Table B)=	£
i) Conversion of Single dwelling to flats (If >8 individually assessed – minimum charges apply.	YES/NO	No of flats=	Charge Table B) =	£
j) COMMERCIAL Extension - Offices, Shop, Industrial, etc (or outbuilding) <10m², <40m², <60m² or <100m². Where >100m ² individual assessment or Table D – minimum charges apply	YES/NO	⇒ Size =	m ² . Charge(Table B)=	£
k) COMMERCIAL Loft Conversion - Offices, Shop, Industrial, etc under 10m², <40m², <60m² or <100m². Where >100m ² individual assessed or Table D – minimum charges apply	YES/NO	⇒ Size =	m ² . Charge(Table B)=	£
l) Underpinning <10m + for each additional 10m	YES/NO	Length	m. Charge(Table C)=	£
m) Recovering of Roof (including insulation / ventilation)	YES/NO	Terraced / semi-detached or detached (<150m ²)	Charge(Table C)=	£
n) Replacement Windows / roof lights and / or doors (NOT CPS)	YES/NO	No of windows / doors	Charge(Table C)=	£
o) DOMESTIC Electrical work (NOT CPS)	YES/NO	<10 circuits / >10 circuits	Charge(Table C)=	£
p) Boiler Installation (not CPS) / UVHW system	YES/NO	Fixed Charge	Charge(Table C)=	£
q) ALL OTHER WORK (e.g. Commercial, Domestic Extensions over 100 m ² , Structural Alterations, Plumbing & Drainage Alterations, etc). Where >£200k – charge is individually assessed.	⇒	TOTAL COST OF WORK =	Charge(Table 3)=	£
TOTAL PLAN CHARGE (NET) =			£	. p
VAT @ 20% =			£	. p
TOTAL PLAN CHARGE ENCLOSED =			£	. p
PLAN CHARGES ARE PAYABLE WITH DEPOSIT OF APPLICATION. CHEQUES TO “LB Brent” or “Brent Building Control”. INSPECTION CHARGES are invoiced after commencement of works and first inspection. To pay by Credit Card go online.				

12	Has Planning Permission been applied for/ granted in respect of this work? Yes [] No []
	Ref No:/.....

13	<p>This application is given in relation to the building work as described and is submitted in accordance with Regulation 12(2)(b) and 14. I enclose the appropriate Plan Fee and I understand that Inspection Charges will become payable following the first inspection by the Local Authority.</p> <p>I agree to the grant of a "Conditional Approval" Yes [] No []</p> <p>I agree to extend the statutory time period from 5 weeks to 2 months. Yes [] No []</p> <p>Owner / Occupier / Builder / Developer (please delete as appropriate)</p> <p>Name:</p> <p>Signature:</p> <p>Date:/...../.....</p>
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Please give equalities data below

14	<p>Equalities</p> <p>Brent Council is committed to ensuring that the services it provides meet the needs and requirements of all sections of the community. It is not compulsory to provide the information but you will be helping us to meet this commitment and tailor our services to the needs of Brent's community, if you do so.</p> <p>Any information given will be processed, in accordance with the Data Protection Act 1998 and therefore information which can identify individuals will not be published or passed to any third party.</p> <p>Please give equalities data below and remember to complete undertakings</p> <p>a) Are you the :</p> <table style="width: 100%;"> <tr> <td>a. Business owner</td> <td style="text-align: right;"><input type="checkbox"/></td> </tr> <tr> <td>b. Main householder (Owner / Applicant)</td> <td style="text-align: right;"><input type="checkbox"/></td> </tr> <tr> <td>c. or Agent (Architects / Surveyor - Acting on behalf of owners)</td> <td style="text-align: right;"><input type="checkbox"/></td> </tr> <tr> <td>d. or Builder (undertaking works)</td> <td style="text-align: right;"><input type="checkbox"/></td> </tr> </table> <p>b) What is your ethnic group?</p> <table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th style="width: 20%;">White</th> <th style="width: 20%;">Mixed</th> <th style="width: 20%;">Asian or Asian British</th> <th style="width: 20%;">Black or Black British</th> <th style="width: 20%;">Chinese or other ethnic group</th> </tr> </thead> <tbody> <tr> <td> <input type="checkbox"/> British <input type="checkbox"/> Irish <input type="checkbox"/> Any other White background </td> <td> <input type="checkbox"/> White and Black Caribbean <input type="checkbox"/> White and Black African <input type="checkbox"/> White and Asian <input type="checkbox"/> Any other Mixed background </td> <td> <input type="checkbox"/> Indian <input type="checkbox"/> Pakistani <input type="checkbox"/> Bangladeshi <input type="checkbox"/> Any other Asian background </td> <td> <input type="checkbox"/> Caribbean <input type="checkbox"/> African <input type="checkbox"/> Any other Black background </td> <td> <input type="checkbox"/> Chinese <input type="checkbox"/> Any other (please state) </td> </tr> </tbody> </table> <p>c) If you would prefer us to send you written guidance in a language other than English, please indicate which language?</p> <p> <input type="checkbox"/> Gujarati <input type="checkbox"/> Hindi <input type="checkbox"/> Punjabi <input type="checkbox"/> Somali <input type="checkbox"/> Urdu <input type="checkbox"/> Other (please state)..... </p> <p>d) Do you have a disability that you think we should take account of in our dealings with you?</p> <p> <input type="checkbox"/> No <input type="checkbox"/> Yes Please indicate disability: </p> <p>e) Your gender</p> <p> <input type="checkbox"/> Female <input type="checkbox"/> Male </p> <p>f) Your age group</p> <p> <input type="checkbox"/> 15-24 <input type="checkbox"/> 25-44 <input type="checkbox"/> 45-54 <input type="checkbox"/> 55-64 <input type="checkbox"/> 65-74 <input type="checkbox"/> 75+ </p>	a. Business owner	<input type="checkbox"/>	b. Main householder (Owner / Applicant)	<input type="checkbox"/>	c. or Agent (Architects / Surveyor - Acting on behalf of owners)	<input type="checkbox"/>	d. or Builder (undertaking works)	<input type="checkbox"/>	White	Mixed	Asian or Asian British	Black or Black British	Chinese or other ethnic group	<input type="checkbox"/> British <input type="checkbox"/> Irish <input type="checkbox"/> Any other White background	<input type="checkbox"/> White and Black Caribbean <input type="checkbox"/> White and Black African <input type="checkbox"/> White and Asian <input type="checkbox"/> Any other Mixed background	<input type="checkbox"/> Indian <input type="checkbox"/> Pakistani <input type="checkbox"/> Bangladeshi <input type="checkbox"/> Any other Asian background	<input type="checkbox"/> Caribbean <input type="checkbox"/> African <input type="checkbox"/> Any other Black background	<input type="checkbox"/> Chinese <input type="checkbox"/> Any other (please state)
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PARTICULARS & DETAILS TO BE SUBMITTED WITH FULL PLANS APPLICATIONS.

A FULL PLANS APPLICATION shall be accompanied by:-

- a) a block plan to a scale not less than 1:1250 showing the size and position of the building, or the building as extended, and boundaries of the site.
- b) plans and sections to scale not less than 1:100 (1:50 is the preferred scale) which should indicate:
 - i) plans of every floor and roof (existing and proposed);
 - ii) the intended use of the building and enclosed areas;
 - iii) full construction details showing compliance with the Building Regulations 2000.(as amended);
 - iv) type, location and mature height of ALL trees within 35 metres of the proposed works together with the type and depth of foundations to take account of tree root activity;
 - v) the provisions made for the drainage of the building or extension including sanitary/plumbing details;
 - vi) the location of damp courses and membranes, together with details of materials specified;
 - vii) if Regulation H4 (**Building over Sewers, etc**) applies, the precautions taken in building over (or near to) a sewer shown on the relative map of sewers;
 - viii) if Section 24 of the Building Act, 1984 applies (**Provision of Exits, etc.**) the provisions made for the matters described;
 - ix) access and facilities for the Fire Brigade appliances and personnel.
 - x) Details regarding "Optional Requirements" (refer section 10)

It should be noted that the local authority are required to consult with the sewerage undertaker (Thames Water Authority) where building over, or near to a sewer (shown on the map of sewers). It is also necessary to obtain the express permission in some instances (TWA - Telephone 0845 850 2777 / 0845 920 0800). Inspections undertaken by the Local Authority may also be subject to confirmation with TWA. Any works carried out are undertaken entirely at the owners risk and may be subject to enforcement action. You are advised that further information (including structural calculations) related to an application may be requested by Local Authority Building Control Surveyors if the details supplied are insufficient to enable a decision under the Building Regulations and Associated Acts.

NOTIFICATION OF COMMENCEMENT AND OTHER STAGES OF WORK.

It is essential that notification be given of ALL relevant stages in order that inspections may be made. If you are employing a builder make sure that s/he gives the proper notifications. Please use the direct telephone number below. It is in your interest that the building complies with the Building Regulations. Failure to give proper notice will mean that it may not be possible to give a final completion certificate, which can affect the future sale of your property.

You should ensure that the following stages are notified:

COMMENCEMENT OF WORK, FOUNDATION EXCAVATIONS, DAMP PROOF COURSE, OVERSITE CONCRETE, DRAINAGE BEFORE BACKFILLING, FLOOR AND ROOF JOISTS, STRUCTURAL BEAMS, OCCUPATION AND COMPLETION (PREFERABLY IN WRITING).

IT IS ALSO IMPORTANT TO NOTIFY OF ELECTRICAL INSTALLATIONS PRIOR TO COVERING OF ANY NEW WIRING AND PROVIDE NOTIFICATION AT ANY OTHER STAGE THE SURVEYOR REQUESTS (WHERE THIS IS NOT SELF-CERTIFIED UNDER A CPS SCHEME).

PLEASE NOTE: Failure to give Notice is an offence subject to a fine up to unlimited fines.

BUILDING CONTROL CHARGES.

Building Control charges are calculated in accordance with the current charge regulations and in addition to the PLAN CHARGE (deposited with the application) INSPECTION CHARGES will be invoiced after the first inspection, except in cases where the "Combined Plan and Inspection charge" is payable at deposit of the application - refer to our "Guide to the Building Regulations Charges".

GENERAL INFORMATION.

For your convenience Building Control Surveyors have been allocated to specific areas of the Borough to ensure a speedy and personal response to your enquiries. Notices of commencement and completion must be in writing but other requests for site inspection may be in person (on site or at Brent Civic Centre) or by Telephone – 020 8937 5210.

A duty surveyor is generally available between 10.00am to 5.00pm - Monday to Friday.

LANTAC CERTIFICATES.

LABC Services provide "National Type Approvals" for a range of building types, building systems and major building elements where they are used repeatedly. If the work proposed is subject to a current LANTAC approval please supply a copy of the relevant certificate. If there is any variation in this proposal please advise.

Further information can be obtained from LABC, Third floor, 66 South Lambeth Road, London SW8 1RL.