



- *Delete as appropriate I/We hereby give notice of intention to carry out building work or make a material alteration and deposit full plans in accordance with regulation 12.(2).(b).
- * In the event of this application not being determined within five weeks of the date of deposit with the council. I/We agree to the "statutory period" being extended to a maximum of two months from the date of deposit.
 - * I/We agree to the plans being passed with conditions or in stages if the borough council considers this appropriate.
 - * I/We agree that the personal information provided will be treated in the strictest confidence and will only be used for the purposes of processing this application and customer surveys that assist the improvement of the council's Building Control service.

Signed Date
 Person on whose behalf the work is to be carried out, and who is responsible for charges. (In block letters please). See note below.
 Person to whom correspondence to be sent. (In block letters please).

Owner's name..... Agent's name
 Address Address

 Postcode..... Postcode.....
 Telephone no..... Telephone no.....

1.	Address or location of proposed work:	
2.	Description of proposed work or material change of use:	
3.	Use of building a) New building/extension b) If existing, state present use	a) b)
4.	Method of drainage a) foul water b) surface water	a) b)
5.	Means of water supply <i>Delete as appropriate</i>	a) MAINS - (statutory undertaker ie. Three Valleys) b) OTHER - state method
6.	Are the proposals within 3.0m from a public sewer? <i>(If YES, then sewerage undertaker (ie Thames Water) need to be notified and permission sought from them)</i> Has planning permission been sought? If yes please give application number	YES <input type="checkbox"/> NO <input type="checkbox"/> YES <input type="checkbox"/> NO <input type="checkbox"/>
7.	(i) Are there any trees within 30m of the proposals? <i>If YES, show species, height and location of the tree(s) on the plans</i> (ii) Will you require a Building Regulation Completion Certificate when the building works have been completed? (iii) Is the building put or intended to be put to a use which the Regulatory Reform (Fire Safety) Order 2005 applies? See Note 14	YES <input type="checkbox"/> NO <input type="checkbox"/> YES <input type="checkbox"/> NO <input type="checkbox"/> YES <input type="checkbox"/> NO <input type="checkbox"/>
8.	Building charges a) Floor area in sq. m of each separate building/extension b) Total estimated cost of work c) Plan charge payable (VAT payable on all types of projects)	a) b) c) <i>(Cheques must be crossed and made payable to Hertsmere Borough Council)</i>
9.	Are the electrical works being carried out by a member registered under the government competent person scheme? <i>(see attached form)</i> If NO, then Electrical Safety Building Notice should be completed and submitted with this application <i>(see attached form)</i> and the appropriate fee	YES <input type="checkbox"/> NO <input type="checkbox"/>

**Complete this form together with two copies of all plans and particulars and the relevant charge.
 (For applications where means of escape provisions of Requirement B apply, provide three copies of plans)**

**RETURN TO: Building Control
 Hertsmere Borough Council, Civic Offices,
 Elstree Way, Borehamwood, Herts WD6 1WA**

**Tel: 020 8207 7456
 Fax: 020 8207 7470
 Email: building.control@hertsmere.gov.uk**

Notes

1. All correspondence relating to the application including the decision will be sent to the agent where noted overleaf.
2. The application will not be considered deposited/valid unless the charge is accepted as correct for the work proposed and in accordance with Hertsmere's current Table of Charges. However, the council may elect to collect a shortfall in the required charges deposited, at the time of submission, providing the works commence within a period of six months. Any shortfall will be added to the inspection charge due after the first inspection.
3. The Local Authority must be satisfied that any estimated cost of works is reasonable. Estimates may be requested. Charges are based on 100% of estimated cost of work.
4. No charge is payable where the local authority is satisfied that the work being carried out is for the health, safety or welfare of a disabled person, as described in the Building (Local Authority Charges) Regulations 1998 and the Hertsmere Borough Council Building Regulation current charge scheme.
5. Please provide separate cheques for Building Regulation and Town Planning application charges when they are being submitted together. Cheques to be made payable to Hertsmere Borough Council.
6. Plans must be clear, drawn to a reasonable metric scale, be permanent and on durable paper. A location plan and full details of the construction must be shown.
7. Additional information may be requested by the local authority pursuant to Regulation 14.
8. A separate application may be required for permission under the Town and Country Planning Acts. For advice on this matter please contact the relevant planning officer. Telephone: 020 8207 2277.
9. An invoice for inspection charges will be sent to the person on whose behalf the work is being carried out after the first inspection has been made.
10. The Party Wall etc. Act 1996 came into force on 1 July 1997. Agreement with relevant adjoining owners may need to be reached and this could affect the method of construction and the date when works commence.
11. It is the owner / developer's responsibility to check whether there is a public sewer within 3.0m of the proposals and/or whether the works could result in damage to public sewer, and to gain approval from the sewerage undertakers.
12. If installing an unvented hot water system, please provide:
 - (a) Name and type of system
 - (b) Has the system got an agreement certificate. If yes give certificate number.
 - (c) Has the installer been approved by British Board of Agreement. If yes give ref number.
13. If installing an insulating material into a cavity wall then provide:
 - (a) Name and type of material
 - (b) Is the material conforming to B.S. specification or approved by BBA. If so give BSI ref or BBA certificate number.
 - (c) Has the installer been registered by the BSI or approved by BBA to install said material. If so give BSI ref /BBA certificate number.
14. The Regulatory Reform (Fire Safety) Order 2005 applies to most premises except domestic premises. "Domestic premises" means premises occupied as a private dwelling (including any garden, yard, garage, outhouse, or other appurtenance of such premises which is not used in common by the occupants of more than one such dwelling).

The person carrying out building work is to give separate notification in writing/fax/e-mail of the commencement of the work, at least 48 hours beforehand, to Building Control.

NB. Headed paper showing name and address of builder and site location and proposed start date will suffice for this purpose.