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**London Borough of Waltham Forest**  
**Building Control Service**  
 Building Act 1984, The Building Regulations 2010  
**FULL PLANS APPLICATION**



The Building Act 1984, The Building Safety Act 2022, The Building Regulations 2010 (As amended), The Higher Risk Buildings (Descriptions and Supplementary Provisions) Regulations 2023

Before completing this form **please read the notes overleaf**. Please type or use block capitals.

**PLEASE COMPLETE AND RETURN TO: [building.control@walthamforest.gov.uk](mailto:building.control@walthamforest.gov.uk)**

**1 Applicant/Client details:** (Once the works have commenced, this is the person responsible for paying any outstanding site inspection charges)

Name: Title: \_\_\_\_\_ Given Name: \_\_\_\_\_ Family Name: \_\_\_\_\_

Company: \_\_\_\_\_

Address: \_\_\_\_\_

Post code: \_\_\_\_\_

E-Mail: \_\_\_\_\_ Tel: \_\_\_\_\_ Fax: \_\_\_\_\_

**2 Agent details: (if applicable)**

Name: Title: \_\_\_\_\_ Given Name: \_\_\_\_\_ Family Name: \_\_\_\_\_

Company: \_\_\_\_\_

Address: \_\_\_\_\_

Post code: \_\_\_\_\_

E-Mail: \_\_\_\_\_ Tel: \_\_\_\_\_ Fax: \_\_\_\_\_

**3a Principal (or Sole/Lead) Designer Details :**

Name: Title: \_\_\_\_\_ Given Name: \_\_\_\_\_ Family Name: \_\_\_\_\_

Company: \_\_\_\_\_

Address: \_\_\_\_\_

Post code: \_\_\_\_\_

E-Mail: \_\_\_\_\_ Tel: \_\_\_\_\_ Fax: \_\_\_\_\_

**3b Principal (or Sole) Contractor Details: (if known)** **Note: Will be needed before works commence!**

Name: Title: \_\_\_\_\_ Given Name: \_\_\_\_\_ Family Name: \_\_\_\_\_

Company: \_\_\_\_\_

Address: \_\_\_\_\_

Post code: \_\_\_\_\_

E-Mail: \_\_\_\_\_ Tel: \_\_\_\_\_ Fax: \_\_\_\_\_

**4 Location of building to which work relates:**

Address: \_\_\_\_\_

Post code: \_\_\_\_\_

**5 Proposed work:**

Description: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

**6 Information:**

1. If new building or extension please state proposed use: \_\_\_\_\_

2. If existing building state present use: \_\_\_\_\_

3. Does the proposal involve building within 3.0m of a drain serving more than one property? **YES/NO/UNSURE**

4. Do you consent to a conditional approval where appropriate? **YES/NO**

5. Do you consent to an extension of decision time from 5 weeks to 2 months if necessary? **YES/NO**

7	Charges: (see note 3 over & refer to charge guidance notes)	Charge Submitted	VAT	Total
	Annex A, Table 1 – Standard	Main Project	£	+ £ = £
	Projects	Project 2 (if applicable)	£	+ £ = £
	Annex A, Table 2: (Up to £250,000)	Project Value:£	£	+ £ = £
	Quote: * (Over £250,000)	Project Value:£	£	+ £ = £
	*Quote ref: _____	<b>TOTAL CHARGES PAID:</b>	+	=

**ONLINE PAYMENT RECEIPT REFERENCE:**

8 I will provide an electrical installation certificate and the schedule of test results issued by a **competent electrical engineer**, for any domestic/mixed use electrical installation forming part of this application. **(Failure to provide a suitable certificate will result in the need for an additional application and additional charges.)** YES/NO

9 **Statement:**  
 This notice is given in relation to the building work as described, is submitted in accordance with [Regulation 12\(2\)\(b\)](#) and is accompanied by the appropriate charge. Where the site inspection charges have not been included, I understand that further charges will be payable immediately following the first inspection.  
 Name: \_\_\_\_\_ Signature: \_\_\_\_\_  
 Date: \_\_\_\_\_

For Office Use Only			For Office Use Only		
Date ALL info & payment recv'd	<input type="text"/> / <input type="text"/> /20__	Charges OK? <input type="checkbox"/>	Ok to Validate? <input type="checkbox"/>	Disabled? <input type="checkbox"/>	
TWU <input type="checkbox"/>	LFB <input type="checkbox"/>	Struct' Eng <input type="checkbox"/>	<b>Online Payment Ref</b> <input type="text"/>	Validated by <input type="checkbox"/>	
Free Text:					

**Read notes over:**

**IMPORTANT NOTE: UNDERSTANDING YOUR RESPONSIBILITIES! PLEASE TAKE TIME TO READ THE FOLLOWING:-**

<https://www.gov.uk/guidance/design-and-building-work-meeting-building-requirements>

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**NOTES:**

- 1, The **applicant** is the person on whose behalf the work is being carried out, e.g. the owner of the building.
- 2, Unless submitted electronically (i.e by email) **Two** copies of this application form should be completed and submitted together with **two** sets of plans and particulars showing how compliance with the relevant Building Regulations is to be achieved – where Part B (Fire safety) imposes a requirement to consult with the Fire Brigade (typically commercial buildings and new build flats) a further two copies of the fire strategy plans shall be required.
- 3, Subject to certain exceptions a Full Plans application generally attracts two charges, (known as a Plan Charge and an Inspection Charge), that are payable by the person by whom or on whose behalf the building work is to be carried out. The Plan Charge must accompany the deposit of the application. The Inspection charge can be paid upfront but is payable immediately after the first inspection of the building work in progress. This Inspection Charge is a single payment in respect of each building, to cover all site visits and consultations that may be necessary until the work is satisfactorily completed. **Please note that Building Regulation charges are only refundable in exceptional circumstances and not through change of Building Control supplier.**

The Plan and Inspection Charges payable are calculated in accordance with the current Building (Local Authority Charges) Regulations. Details of all charges payable are available from the Building Control Service, either online or at the offices.

Annex A, Table 1, describes the Charges payable for domestic buildings and standard/common building projects.

Annex A, Table 2, describes the Charges payable for extensions/alterations to commercial properties and standard/common building projects up to the value of £250,000.

A quote is applicable if the proposed building work falls outside of the above works (over £250,000) and refers to where a specific quotation for the works has been provided.

**Charge Guide** – Where the project consists of more than one part, charges are payable for each part. For charge calculation purposes the “Main project” means the larger of the intended projects (extension, loft conversion etc), Project 2 and so on are the additional parts (chimney breast removal, through lounge, replacement windows etc )

**Payment** – The London Borough of Waltham Forest now ONLY accept online payments through our web-page portal [https://apps.adelante.co.uk/SmartPay/walthamforest/Pay4/default.aspx?fundcode=77\\_02](https://apps.adelante.co.uk/SmartPay/walthamforest/Pay4/default.aspx?fundcode=77_02)

- 4, **These notes are for general guidance only**; particulars regarding the deposit of a full plans application are contained the Building Regulations 2010 and in respect of charges, in the Building (Local Authority Charges) Regulations 1998 and London borough of Waltham forest, current Scheme of Charges.
- 5, Section 16 of the Building Act 1984 provides for plans to be passed subject to conditions. The conditions may specify modifications to the deposited plans and/or that further plans/details shall be deposited.
- 6, The term ‘**competent electrical engineer**’ means a qualified person having the appropriate qualifications, knowledge and experience to carry out the inspection and testing procedures and complete the relevant electrical installation certificate. A copy of that BS 7671 Installation certificate will be required before a building regulation completion certificate can be issued.

Electrical installers (or their registration body) registered with a Part P competent person self-certification scheme must issue a building regulation compliance certificate to the owner/applicant/occupant within 30 days of the work being completed

- 7, **PLANNING:** Persons who intend to carry out building work or propose a material change of use of a building are reminded that permission may also be required under the Town and Country Planning Acts. Please refer to the Planning Portal and/or your Agent for further details. <https://www.planningportal.co.uk/permission> or <https://www.walthamforest.gov.uk/planning-and-building-control/about-planning-permission/householder-advice-service> for householder advice.
  - 8, **PARTY WALL ACT 1996:** Where works involve building close to a neighbour's boundary or building, the requirements of the Party Wall Act 1996 may come into force. If the Act is applicable, you will be required to notify your neighbour/s and enter into a Party Wall Agreement before commencing the project. This is not a matter overseen by the Building Control Service. The Government have produced a guidance booklet for your assistance. <https://www.gov.uk/party-walls-building-works>
  - 9, **THAMES WATER:** Where proposal involve the building over or within 3.0m of a public sewer, we will consult Thames Water Utilities on your behalf. Where a “Build over Sewer” agreement is required. Thames Water Utilities will contact you direct and fees may be payable. For further information please contact: Thames Water Utilities Ltd, Developer Services at: [developer.services@thameswater.co.uk](mailto:developer.services@thameswater.co.uk) – 0845 850 2777
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