

1a Applicant						
Title	Mr <input type="checkbox"/>	Mrs <input type="checkbox"/>	Miss <input type="checkbox"/>	Ms <input type="checkbox"/>	Other (please state with name) <input type="checkbox"/>	
Full Name						
Address (inc. postcode)						
Telephone number						
Email Address						
1b Client (check box to right and proceed to 1c if same as client)						Same person as applicant <input type="checkbox"/>
Title	Mr <input type="checkbox"/>	Mrs <input type="checkbox"/>	Miss <input type="checkbox"/>	Ms <input type="checkbox"/>	Other (please state with name) <input type="checkbox"/>	
Full Name						
Address (inc. postcode)						
Telephone number						
Email Address						
1c Principal Designer						Same person as agent <input type="checkbox"/>
Title	Mr <input type="checkbox"/>	Mrs <input type="checkbox"/>	Miss <input type="checkbox"/>	Ms <input type="checkbox"/>	Other (please state with name) <input type="checkbox"/>	
Full Name						
Address (inc. postcode)						
Telephone number						
Email Address						
1d Principal Contractor (where unknown, check box to right)						Not yet known <input type="checkbox"/>
Title	Mr <input type="checkbox"/>	Mrs <input type="checkbox"/>	Miss <input type="checkbox"/>	Ms <input type="checkbox"/>	Other (please state with name) <input type="checkbox"/>	
Full Name						
Address (inc. postcode)						
Telephone number						
Email Address						

2 Site Address and Proposed Work			
2.1 Site Address			
2.2 Description of works			
2.3 Intended use of the building or extended building (please list all that apply identifying storeys with different uses)		2.4 Proposed height of the building in metres after completion of the work	
2.5 Number of storeys in the building after completion of the work		2.6 Does the Regulatory Reform (Fire Safety) Order 2005 apply to this building?	Yes <input type="checkbox"/> No <input type="checkbox"/>
3 Drainage and Sewers			
3.1 Means of foul drainage		Such as to a sewer or private wastewater treatment system	
3.2 Means of rainwater drainage		Such as to a soakaway, infiltration system, watercourse, or sewer	
3.3 Confirmation statement in respect of building over sewers		<p>Where work involves building or underpinning an existing building within 3 metres of a sewer, drain or disposal main that is shown on the sewer undertakers map, plans shall be deposited to show how works will avoid overloading or damage to that drain or restriction of access to inspection chambers or manholes. The applicant undertakes to apply to the Statutory Sewer Undertaker for agreement with their proposals.</p> <p>By submitting this form, the applicant and their agent agrees to the above.</p>	
4 Conditions and Determination Period			
4.1 Do you consent to the plans being passed subject to conditions where appropriate?		Conditions enable Building Control to Approve an application subject to specified modifications of plans or the submission of additional plans where appropriate	
4.2 Do you consent to an extension of time for determination to allow enhanced opportunity for you or your agent to prepare amended plans on receipt of a request for amendments?		All applications will be checked and determined, or feedback given in order of receipt. An extension of time (typically from 5 weeks to 2 months) enables the designer a longer period to submit amended plans to address any deficiencies identified by Building Control.	

5 Additional Information			
5.1 If there is a related Planning Application, please state the reference number.			
5.2 Is this a Partnership Application (works checked by Epping Forest Council, but located in a different district/borough?)		Yes <input type="checkbox"/> No <input type="checkbox"/>	State Council Name where applicable
6 Fees and Charges			
6.1 Please state the name of the person(s) responsible for paying the application fees.	Name		
	Telephone Number		
	Email Address		
6.2 Preferred method of initial application (Plan Fee) payment	Online link <input type="checkbox"/> Telephone <input type="checkbox"/> Invoice <input type="checkbox"/>		
6.3 Where a fee is based on the estimated cost of works (such as internal alterations), please state the estimated cost of works	£	6.4 State the internal floor area of any extension or new building	m ²
7 Lapse of Building Control Approval after 3 years			
Statement of conditions considered to be Commencement			
7.1 Automatic lapse of approval. Where an application for Building Control approval is granted, that approval (or conditional approval) will cease to apply to any building where the work has not commenced on that building within 3 years of the application being made.			
a) New Building or Extension: When the foundations (including a basement) and ground floor structure are completed.		<input type="checkbox"/>	
b) Material Alteration or Material Change of Use of an existing building: When 15% of that work has been completed		<input type="checkbox"/> Complete Q.7.2	
c) Complex Buildings only: When the foundations supporting the building and the structure of the lowest floor level have been completed (but not other buildings or structures supported by those foundations)		<input type="checkbox"/>	
A Complex building means a building conforming to one of the following criteria: <ul style="list-style-type: none"> - Is built on the same foundation plinth or podium as another building. - Has multiple basement levels. - Is a public building with capacity for 100 or more visitors. 			
7.2 Client's proposal of a stage of the work that would amount to 15% (Case b above only)			
7.3 Approximate date works are expected to have commenced by.			

Guidance on reasonable assessment of 15% of the work.

Some common examples are given below for simple works which are likely to be similar from one project to the next. Examples given are not a guarantee of acceptance by Building Control and the statement given in 7.2 will be assessed on a project specific basis.

Loft conversion: Placing of all the support beams on their bearings.

Garage conversion: The infill of the garage door opening with walling built off a supporting lintel or foundation.

Change of use of a building to form a dwelling: Underpinning of foundations and completion of damp and gas protection measures to the lowest floor level.

Different measures of 15% of the works for the cases given above may also be acceptable.

8 Statement of Applicant

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 fee. By applying to the Council, you are agreeing to the Councils Terms and Conditions of Service. ***I understand that further fees will normally be payable following the first inspection by the local authority.***

8.1
Name:

8.2
Signature

8.3
Date

9 Statement of Client (where different to applicant)

Where the application is made by someone on behalf of the client, the client must sign below confirming they agree to the application being made and that the information contained in the application is correct.

9.1
Name:

9.2
Signature

9.3
Date