13 Woodstock Street,
London W1C 2AG
T:(General) 0845 630 2112
(London) 0207 099 3636
Email: info@londonbuildingcontrol.co.uk
Web: www.londonbuildingcontrol.co.uk
Our Ref : **26/140547/MYDDGDL/MN**
Date : 28-01-2026

Mr Asim Erturk
30 Old London Road
Badgers Mount
Sevenoaks
TN14 7AE

Dear Sir/Madam,

THE BUILDING ACT 1984
THE BUILDING REGULATIONS 2010
The Building (Registered Building Control Approvers etc.) (England) Regulations 2024

Proposal: Loft conversion with rear dormer extension and 1no. of rooflight to the front roof slope and erection of a detached outbuilding at rear.
Address: 30 Old London Road, Badgers Mount, Sevenoaks, TN14 7AE
Surveyor: Michael Noding - Class 2 A, 07425 653 169 mnoding@londonbuildingcontrol.co.uk

Thank you for appointing us as your Building Control Body for the above project. Our Initial Notice has now been served on the Local Authority and they have 5 working days to accept the Notice after which you are permitted to commence works. We advise that you wait until this time has elapsed. **If works commence within the 5 working days, our Initial Notice may be rejected and your project would automatically revert to the Local Authority.**

For all site inspections and technical enquiries, please contact your allocated surveyor (as above). Please contact our office for all other general enquiries. Should the Local Authority Building Control contact you, please refer them back to us. We are required to issue our final certificate within 8 weeks of occupation so if you require an extension of this time, please contact us or works may revert to the LA.

Further details of the Registered Building Control Approvers service can be found on our website. Thank you for choosing us for your project.

Please see attached below the information on our role as your Registered Building Control Approver:

- Our commitment to you
- Client's obligations to LBC
- The role of Registered Building Control Approver
- Gas and electrical certification
- Notification required for site inspections.
- Plan Check Requirements for works
- Contacting your surveyor for site inspections
- Certification required prior to completion
- Fair Processing Notice
- Copy of the Initial Notice sent to the LA

Yours faithfully,
William Day
Senior Administrative Assistant, Tech CABE
For and on behalf of **London Building Control Ltd**
Registered Building Control Approvers

Offsetting our Carbon Footprint - for every building control application we receive we have arranged through Ecologi for a tree to be planted to help offset our carbon footprint!

Our commitment to you :

LBC will carry out the building control services using reasonable skill, care and diligence, having regard to the Professional conduct rules for registered building control approvers (RBCAs).
We will endeavour to make this process as smooth as possible, however should you not be satisfied with our service please do make us aware. If we still cannot resolve an issue you may refer to the complaints policy.
You can also cancel our Initial Notice at any time and revert the work to the Local Authority; should you exercise this option a refund of the fee paid less reasonable costs will be made.

Client's obligations to LBC :
The client shall provide all the information (plans, details etc) and assistance as required in order for LBC to properly perform our duties, including notification for inspections as requested.
The client will be liable for additional fees for cancellations, amendments or abortive site visits (such as where a visit is requested but no-one is on site).
The client is responsible for all Party Wall neighbours issues, as these fall outside the scope of the building regulations.
The client is advised to appoint a site agent to oversee the day to day works and not to rely on our building control surveyors who only carry out spot checks at certain stages to check for compliance with the regulations.
The client shall be aware of Regulations 11A – 11Q of Part 2A of The Building Regulations 2010 (as amended) in respect of Duty Holder responsibilities. Note: Any photo evidence of corrections/alterations sent remotely to us for review are required to be geotagged with the date/time marked.

THE ROLE OF REGISTERED BUILDING CONTROL APPROVERS

Registered building control approvers are companies or individuals authorised under the Building Act 1984 to carry out building control work in England and Wales. The Building Safety Regulator (BSR) is the body responsible for deciding all applications for registered building control approver status in England.

'The duty of building control is to provide an independent third party assessment of Building Regulations compliance through the checking of plans and site inspections as necessary. Building control bodies must take such steps as are reasonable to be satisfied, within the limits of professional skill and care, that the applicable requirements of the Building Regulations are achieved. With all building work, the owner and occupier of the property or land in question is ultimately responsible for complying with the relevant planning rules and building regulations.

A building control body cannot provide a guarantee of compliance with the Building Regulations and the appointment of a building control body does not remove the obligation of the person carrying out the work to achieve compliance. ***The inspections which building control bodies undertake should not be confused with full site supervision****. Inspections are carried out at certain stages of the building work and these inspections are carried out to check, but not to guarantee, that the work complies with the Building Regulations. Final Certificates are therefore not a guarantee or a warranty for the building work that has been carried out.* ***Registered Building Control Approvers do not carry out a traditional 'Clerk of Works' service*** *that monitors every stage of the construction process and, should you require this service, you may wish to appoint a qualified professional to undertake this function.'*

Gas Installations should be carried out and certified by approved Gas Safe installers and are not certified by London Building Control.
Electrical Installations unless noted in the 'Description of works' on the Initial Notice, or required for fire safety, are not certified by London Building Control; such work should be carried out by an installer registered under the 'competent person scheme' who should supply a compliance certificate within 30 days of completion (any concerns regarding this should be referred to the registered installer).

WARRANTIES
Please note that LBC do not provide reports for warranty companies. Our inspection notes are confidential (between ourselves and our clients) and are not to be used for other purposes.

NOTIFICATION REQUIRED FOR SITE INSPECTIONS

Regulation 16B. The person carrying out the work shall give notice at least two working days before the day on which building works starts, and not more than five working days after the day on which the work is to be regarded as commenced.

Work is to be regarded as 'commenced' when the sub-surface structure of the foundations, basement levels (if any) and the structure of ground floor level is completed OR the client considers work amounts to 15% of the total proposed work.

We are required to inspect the building works at relevant stages to ensure compliance with the building regulations. Your surveyor will discuss when he they want to inspect the works. Below is a list of the standard inspection stages where we will require your notification:

- Commencement of work (not at preparation stage but when trenches are dug or alterations are being made to the structure/acoustics/thermal envelope)
- Foundation excavations
- DPC / DPM
- Underground drainage (and testing)
- Structure (external walls, floors, steels, roof, etc)
- Insulation (Ground Floor, Wall and Roof)
- Final Inspection
- Occupation of the building (or part where works were carried out)

CONTACTING YOUR SURVEYOR FOR SITE INSPECTIONS
For technical enquiries you may contact your surveyor (named above in this letter) or a surveyor may be available to help you from our main office.

To arrange a site inspection, you should contact your site surveyor. Site inspections should be booked no later than 2pm the day before the visit is required. Our inspectors will endeavour to accommodate an 'am' or 'pm' visit - they may not be able to give you a precise time as this is dependent upon the daily workload. Note: Any photo evidence of corrections/alterations sent remotely to us for review are required to be geotagged with the date/time marked.

CERTIFICATION REQUIRED PRIOR TO COMPLETION

Indicative, not exhaustive
Please provide the following certificates so that we can complete the project:

- Domestic electrical certification (for fire safety items only)
  in addition for HMO's : Emergency Lighting and Fire Alarm certificate and Regulation 38 Certificate.
- Substantiation for areas of excessive glazing.

In addition, for New Dwellings:

- Design SAP10 calculations prior to commencement of work.
- Thermal bridging details together with photographic evidence during construction.
- As built SAP 10 calculations and EPC.
- Water efficiency calculations
- Acoustic tests (if attached)
- Air permeability test
- Land Contamination Assessment, as necessary
- Regulation 39 air flow rate tests for mechanical ventilation
- Part Q certification
- Part R connectivity
- Regulation 44 Part S commissioning (where required)
- Regulation 38 for common parts (where required)

For all Building Work: A Compliance Declaration under Section 2A of The Building Regulations 2010 (as amended) to include statements from the Principal Designer and Contractor.

Note : 'Competent Persons' self-certifiers such as FENSA should provide you with their own certificates. Regulation 39 also requires the person carrying out the work to provide information to the building owner regarding mechanical ventilation within 5 days of completion and Regulation 40 requires the person carrying out the work to provide information regarding the fixed building services and maintenance to the building owner within 5 days of completion.

PLAN CHECK REQUIREMENTS FOR WORKS

Indicative, not exhaustive

DOMESTIC EXTENSIONS

Part A Structure
A structural engineer's design is required for any structural elements (such as steel beams).

Part B Fire Safety
Means of warning and escape
Means of Escape from a first floor should be via a 30 minute fire resisting protected route to the final exit, or by suitable MOE windows. Please note any 'inner rooms' with escape through another access room will require Means of Escape windows (not suitable for floors above 4.5m). Additional requirements apply where the building has a floor over 7.5m.

Part C Site preparation and resistance to moisture
Please ensure that a linked damp proof membrane and damp-proof course is provided.

Part F Ventilation
Ensure that mechanical ventilation is provided to bathrooms, kitchens, and utility rooms.

Part H Drainage
Clarify Foul Water and Surface Water drainage.

Part K Protection from falling
Any stairs will need risers/goings/guarding and headroom to meet the regulations; balconies to be guarded to 1.1m height.

Part L Conservation of fuel and power
Please note that walls/ground floor/roof will need to meet the present regulations - your surveyor can advise on site.

GARAGES and OUTBUILDINGS

Part A Structure
A structural engineering design with calculations is required for any structural element (such as steel beams, or raft foundations). We will forward this on to our checking engineer.

Part C Site preparation and resistance to moisture
Please ensure a linked damp proof membrane and damp-proof course is provided.

Part F Ventilation
Please ensure that mechanical ventilation is provided to any new bathrooms, kitchens and utility rooms.

Part H Drainage
Clarify Foul Water and Surface Water drainage.

Part L Conservation of fuel and power
Please note that, if heated, the walls/floor/roof will need to meet the present regulations. Areas of excessive glazing will need to be justified.

NEW HOUSES

Part A Structure
A structural engineering design with supporting calculations is required for any structural elements (such as steel beams). We will forward this on to our checking engineer.

Part B Fire Safety
Means of Escape from the first floor should be via a 30 minute fire resisting protected route to the final exit, or by suitable MOE windows. Please note any 'inner rooms' with escape through another access room will require Means of Escape windows. Floors above 4.5m above ground level will need fully protected stairs or an engineered solution. An interlinked fire detection system will also be required.

Part C Site preparation and resistance to moisture
Please ensure a linked damp proof membrane and damp-proof course is provided.

Part E Resistance to sound
An acoustic test will also be required for attached properties.

Part F Ventilation
Please ensure that mechanical ventilation is provided to any new bathrooms, kitchens and utility rooms.

Part H Drainage
A drainage layout plan would be useful, showing connections to sewers.

Part K Protection from falling Risers/goings/guarding and headroom to be provided demonstrating that they meet the requirements; balconies to be guarded to 1.1m height.

Part L Conservation of fuel and power
Please note that walls/ground floor/roof will need to meet the present regulations. A SAP 10 assessment should be provided before commencement which should include an assessment under Part O, Overheating.

Part M Access to and use of buildings
Please check whether planning Optional Requirements are attached to this project.
Please provide a brief Access report for wheelchair users (level entrance, accessible toilets etc).

Part Q Security
Please ensure suitable fixings to windows and doors.

Part R Electronic communications
Please ensure suitable provisions are made for high-speed internet connection.

Part S EV Charging
Please ensure suitable provisions are made for the charging of Electric Vehicles where required.

LONDON BUILDING CONTROL

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London W1C 2AG
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(London) 0207 099 3636
Email: info@londonbuildingcontrol.co.uk

DUTY HOLDERS COMPLIANCE STATEMENTS

Part 2A of The Building Regulations 2010 (as amended) by The Building Regulations etc. (Amendment (England) Regulations 2023

Our Ref: 26/140547/MYDDGDL/MN
Site Address: 30 Old London Road, Badgers Mount, Sevenoaks, TN14 7AE

Upon completion of the work, we require the following information:

Client / Domestic Client

Name	Mr Asim Erturk
Address	30 Old London Road Badgers Mount Sevenoaks TN14 7AE
Tel No	07501 026 662
Email	asim@londonist.co.uk

Principal Designer

Name	Bourne Architects
Address	6A Godson Street London N1 9GZ
Tel No	03334 440 424
Email	info@bourne-architects.co.uk

Date of Appointment ……

Principal Contractor

Name	Bourne Management & Building Ltd
Address	6A Godson Street London N1 9GZ
Tel No	03334 440 424
Email	office@bourne-management.co.uk

Date of Appointment ……

Statements

Client
To the best of my knowledge, the work is complete and complies with the requirements of the Building Regulations.

Signed …… Date ……

Principal Designer
As the Principal Designer (or sole or lead designer), I can confirm I have fulfilled my duties as a principal designer under Part 2A (dutyholders and competence) of the Principal Regulations.

Signed …… Date ……

Principal Contractor
As the Principal Contractor (or sole contractor), I can confirm I have fulfilled my duties under Part 2A (dutyholders and competence) of the Principal Regulations.

Signed …… Date ……

If the Client has nominated themselves as the PD & PC, they can sign and issue all three statements.
Note: We are unable to issue our final certificate without receiving these signed declarations.

LONDON BUILDING CONTROL

FAIR PROCESSING NOTICE (Version 0.3 dated 25/03/2024)

1 Introduction
This Fair Processing Notice will help you to understand what information we collect and process on your behalf when we provide building control services to you.

2 Data protection framework
London Building Control Ltd (LBC) is based within the United Kingdom and, as such, is registered with the Information Commissioner's Office ("ICO") as a Data Controller under the UK Data Protection Act 2018. We have developed this fair processing notice in line with current data protection legislation, specifically the EU General Data Protection Regulation (GDPR) and the Data Protection Act 2018. LBC has developed and implemented a data protection framework, which is the set of policies and procedures needed to ensure that the collection and processing of personal data is carried out in accordance with relevant legislation and good practice in a consistent way.

3 The personal data we collect and process
We only collect the personal data necessary to provide you with building control services. The data that we need to collect is that described on our Building Control Application Form, which is required by our governing bodies. We will at all times handle and store your personal data in accordance with industry good practice for technical and cyber security controls, which includes our own people as well as any third-party IT providers we use.

4 Sensitive personal data
We may occasionally receive from you sensitive personal data that we do not need. When this happens we will always ensure that it is handled in a secure manner.

5 Our personal data retention policy
Where we are providing building control services we typically keep all personal data for a period of 15 years from the completion in accordance with the BSR operational standards rules.

6 Your rights under data protection legislation
GDPR enhances significantly people's rights and we are required to respond within one month of the receipt of a valid request. Not all of the rights provided for under GDPR apply to our building control service but we have included them all for completeness.

Access: individuals can request what processing is being done and be provided with access to their personal data, in addition to some additional prescribed information about how it has been processed.
Rectification: people can have their personal data corrected if it is inaccurate or incomplete.
Erasure: individuals can request that their personal data is erased in certain circumstances.
Restriction of processing: people can require organisations to restrict the processing of their personal data in certain circumstances.
Data portability: individuals can receive the personal data that they have given to an organisation in a 'structured, commonly used and machine-readable format'.
Objection: individuals can object to the processing of their data in a number of defined circumstances.
Automated decision making or profiling: people have the right not to be subject to a decision based solely on automated processing, including profiling.

If we do not respond satisfactorily to any request that you make you have the right to contact the Information Commissioner's Office to make a complaint. They can be contacted via their website (www.ico.org.uk) or by telephone 0303 123 1113.

7 The use of third parties
We do not use third parties in the delivery of our building control services.

8 Personal data processed for building control services
Below are the different personal data types we collect and process on your behalf for the delivery of our building control service :
- Site Address
- Client/Agent/Builder/Architect : Name, Address, Email, Telephone number(s)

9 Contacting London Building Control Ltd
If you have any questions about this fair processing notice, would like to exercise any of your statutory rights, or to make a complaint, please contact us at audits@londonbuildingcontrol.co.uk.