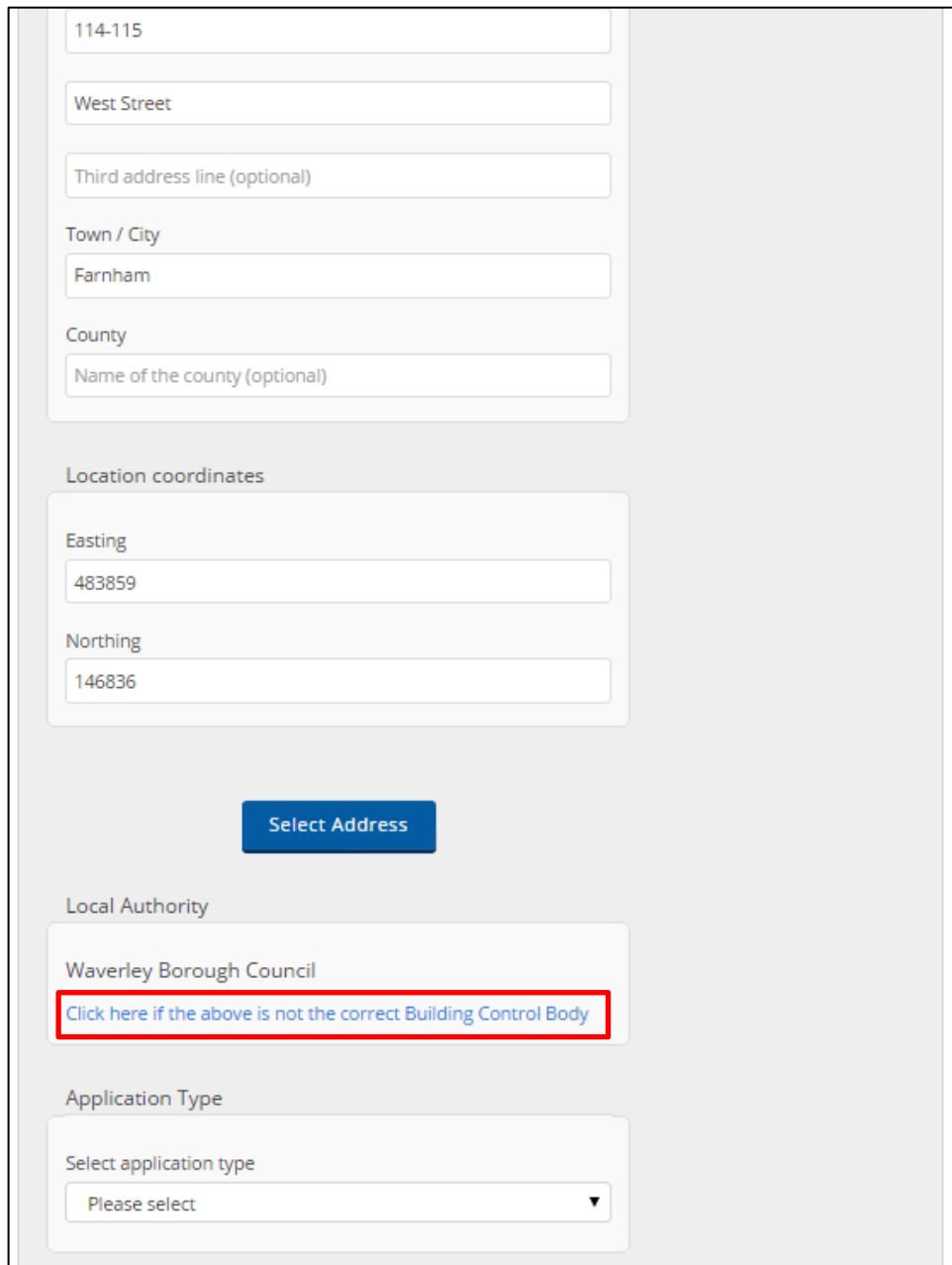


How to select a different local authority building control department

You can submit your application for building regulations approval to any local authority building control (LABC) department. The default local authority displayed in the online form is generated through the site address; the default can be changed after the address particulars have been added.

- First add the postcode of the site and select the address from the drop-down list.
- Check the address is correct and scroll down the page – the local authority has been automatically generated according to the site address you have provided.



114-115

West Street

Third address line (optional)

Town / City

Farnham

County

Name of the county (optional)

Location coordinates

Easting

483859

Northing

146836

Select Address

Local Authority

Waverley Borough Council

[Click here if the above is not the correct Building Control Body](#)

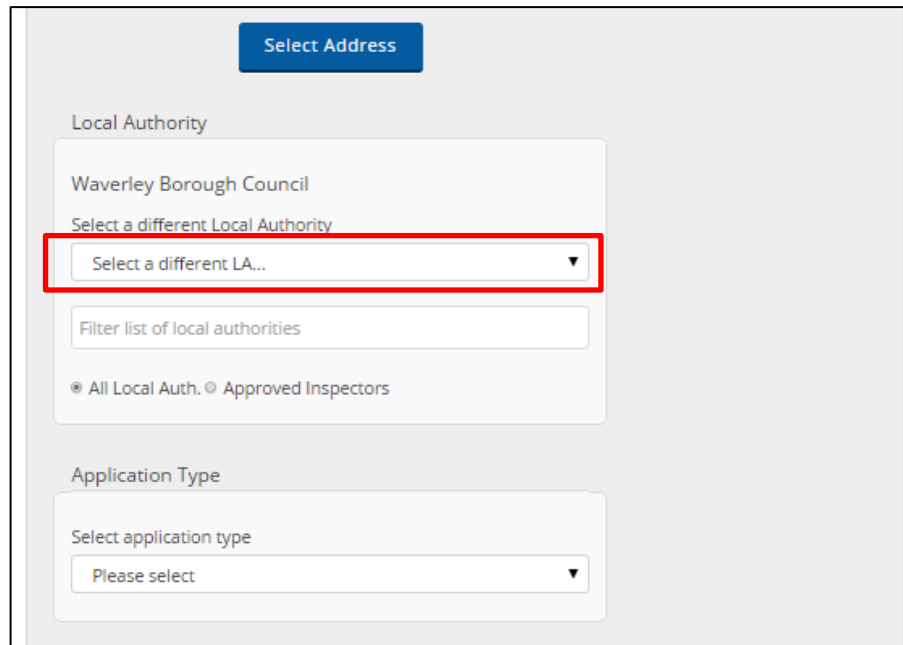
Application Type

Select application type

Please select ▼

If you wish, the application and plan check can be carried out by another LABC department via LABC Partnership protocol.

The applicant should select 'click here if the above is not the correct building control body' then click on the drop-down arrow and 'select a different authority' from the drop-down list.



The screenshot shows a form titled 'Select Address'. Under the 'Local Authority' section, there is a dropdown menu currently displaying 'Waverley Borough Council'. Below this, there is a link 'Select a different Local Authority' and a dropdown menu with the text 'Select a different LA...'. This dropdown menu is highlighted with a red rectangular box. Below the dropdown menu is a text input field labeled 'Filter list of local authorities' and two radio buttons: 'All Local Auth.' (which is selected) and 'Approved Inspectors'. Under the 'Application Type' section, there is a dropdown menu with the text 'Please select'.

Alternatively, choose 'filter a list of local authorities' and type in the name of the local authority. This will reveal a list of authorities beginning with that entry for you to choose from.

Select the 'application type' then 'start application at the foot of the screen. The application will be sent to your specified local authority.

Further guidance

If you need any further advice, please use our help centre. Our help centre will ask a series of questions to direct you to an answer, either from our resources or our support staff.

[Access the Planning Portal help centre.](#)