

Ref:

Initial Notice – Application Form rev 2015.01

1	To:- Building Control Manager Local Authority:- Address:-
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2	This notice relates to the following work:- Description of work Address Use of buildings
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3	Person intending to carry out the work (Client):- Name Company Name (<i>if applicable</i>) Address Telephone	Agent <input type="checkbox"/> / Architect <input type="checkbox"/> / Contractor <input type="checkbox"/> :- Name Company Name (<i>if applicable</i>) Address Telephone
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4	This work does / does not concern new dwellings.
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5	With this notice are the following documents, which are those relevant to the work described in this Notice:- (a) In the case of the erection or extension of a building, a plan to scale of not less than 1:1250 showing the boundaries and location of the site and (where the work includes the construction of a new drain or private sewer) a statement- (i) as to the approximate location of any proposed connection to be made to a sewer, or (ii) if no connection is to be made to a sewer, as to the proposals for the discharge of the proposed drain or private sewer including the location of any septic tank and associated secondary treatment system, or any wastewater treatment system or cesspool; (b) In the case of a new dwelling (i) a statement whether or not one or more, and if so which, of the following optional requirements in the Building Regulations 2010 applies to the building work- (aa) regulation 36(2)(b) (optional water efficiency requirement of 110litres per person day) (bb) Schedule 1Part M optional requirement M4(2) (category 2 – accessible and adaptable dwellings) (cc) Schedule 1Part M optional requirement M4(3) (category 3 – wheelchair user dwellings) or (ii) a statement that planning permission has not been granted for the work and that the information required by subparagraph (b)(i) will be supplied as soon as is reasonably practicable after that permission is granted.
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	(c) If applicable a statement of any local enactment relevant to the work, and of the steps to be taken to comply with it	
6	The approved inspector in relation to the work is:- BBS Building Control Ltd Teaselwood Barn, Lamberhurst Vineyard, Furnace Lane, Lamberhurst, Tunbridge Wells, Kent TN3 8LA.	
7	The work is / is not minor work (regulation 9(5) of the 2010 Regulations)	
8	BBS Building Control Ltd declare that they do not, and will not while this Notice is in force, have any financial or professional interest in the work described.	
9	BBS Building Control Ltd will / will not be obliged to consult the fire and rescue authority by regulation 12 of the 2010 Regulations.	
10	BBS Building Control Ltd undertake to consult the fire and rescue authority before giving plans a Plans Certificate in accordance with section 50 of the Act or a Final Certificate in accordance with section 51 of the Act in respect of any of the work described above.	
11	BBS Building Control Ltd will / will not be obliged to consult the sewerage undertaker by regulation 13 of the 2010 Regulations.	
12	BBS Building Control Ltd undertake to consult the sewerage undertaker before giving plans a Plans Certificate in accordance with section 50 of the Act or a Final Certificate in accordance with section 51 of the Act in respect of any of the work described above.	
13	BBS Building Control Ltd are aware of the obligations laid upon them by Part 2 of the Act and by regulation 8 of the 2010 Regulations.	
14	BBS Building Control Ltd is an approved inspector for the purpose of Part 2 of the Act in respect of the work described in this notice.	
15	Copies of the notice of approval and of a declaration of insurance relevant to the work described in this notice are on the register kept by the body designated under regulation 3 of the 2010 regulations.	
16	Signed (on behalf of BBS Building Control Ltd) Date / /	Signed Of (person intending to carry out the work) Date / /

Initial Notice – Authorisation Form



As part of the Initial Notice protocols BBS Building Control Ltd. needs the following information to ensure that the person intending to carry out the work is aware that **BBS Building Control Ltd.** will be providing this service and who is to receive the invoice for this work.

Please complete the following information and return with the completed Initial Notice.

1 I of

confirm that the person intending to carry out the work has / have given permission for BBS Building Control Ltd to undertake the Building Control function covered by this Initial Notice.*

Signed Date

* Delete as appropriate

2 **Electrical Safety & Gas Safety Works – Domestic Applications**

Any notifiable electrical works or works including gas appliances (boilers, cookers, gas fires etc) must be carried out by a member of a Competent Persons Scheme, (NICEIC, ELECSA, NAPIT, STROMA etc for electrical work and GAS SAFE for gas works) the client as named in Section 3 of this notice is responsible for ensuring this certificate is received within 30 days of the work being completed. Electrical and Gas Works are specifically excluded from this Initial Notice Application.

3 Please confirm one of the following:
(Please mark X in the box that corresponds to the correct invoice details)

The person intending to carry out the work shown on the Initial Notice, is to be invoiced for the Building Control services.
Email Address

The Agent / Architect / Contractor shown on the Initial Notice, is to be invoiced for the Building Control services.
Email Address

Another Person / Company NOT shown on the Initial Notice, is to be invoiced for the Building Control services.
Email Address
Name
Address
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Telephone