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|-----------------|---------|
| Office use only | Date: |
| | Ref No: |

We require full payment on application and signature

BUILDING REGULATIONS - APPLICATION FORM

PROJECT DESCRIPTION
 Please submit all relevant information associated with your project for us to check and provide you with feedback.

Full Description of Works:

Estimated Start Date: _____ Enclosed is a site location plan (1:1250) **YES / NO**

DOMESTIC PROJECTS ONLY - Competent Person Schemes

I confirm that I am using Competent Persons for the works listed above and that they will provide the necessary certification upon completion of works **Yes/No**

| | | | |
|---------------------------------------|---------------|----------------------------|---------------|
| Gas Appliance Installation (Gas Safe) | Yes/No | Electrical Works (NICEIC) | Yes/No |
| HETAS (Solid Fuel Appliances) | Yes/No | OPEC (Oil Fuel Appliances) | Yes/No |

PROJECT LOCATION

Address:
Postcode:

| | |
|--|-----------------------|
| CUSTOMER DETAILS (Customer/Owner) | AGENTS DETAILS |
|--|-----------------------|

| | |
|------------------|------------------|
| Name: | Name: |
| Address: | Address: |
| Postcode: | Postcode: |
| Tel No: | Tel No: |
| Email: | Email: |

NEW DWELLINGS ONLY

| | |
|--|---------------|
| Planning Permission Granted | Yes/No |
| Does water efficiency need to be less than 110 litres per person per day ? | Yes/No |
| Part M Optional requirement accessible and adaptable Dwellings? | Yes/No |
| Part M Wheelchair user Dwellings? | Yes/No |
| I am awaiting Planning Permission and the above will be confirmed | Yes/No |

PAYMENT DETAILS

Estimated Cost of works : £ _____ (if available) Fee Obtained & Agreed: **Yes/No**
 Building Control Fee: £ _____ inc VAT

Please tick Payee: Owner Agent Other: (Please provide details) _____

Card payments: Please call 01792 457014
Bank Transfer Details: Lloyds TSB A/c no: 00781703 sort code: 30-95-46

Please confirm who you would like us to send our follow up correspondence to - **Building Owner** **Agent**

COMMERCIAL BUILDINGS ONLY - RESPONSIBLE PERSON FOR FIRE SAFETY INFORMATION: (e.g. shops offices industrial buildings, warehouses, schools, hospitals, Doctors surgeries, sports facilities etc) & FLATS WITH SHARED ACCESS Regulation 38 -Fire Safety Information to Client - prior to issue of the final certificate, Total Building Control will require written confirmation from the 'Responsible Person' that Fire Safety Information has been provided by the contractor. Please provide Responsible Person contact below:

Name:
Address: **Postcode:**
Email: **Tel:**

DATA PROTECTION - CONSENT TO PROCESS PERSONAL DATA. (GDPR)

In order for an application to be accepted by Total Building Control, we must have consent to process your personal data. This will be data that the Client or their acting agent has supplied us with. Total Building Control will never research into or sell on your personal data. Your personal data will be processed and controlled solely for the purpose of your building control application and will be used only for our records. Project files that hold personal data will be kept and stored securely for 15 years post completion of works. Total Building Control will use your personal information (i.e. email address) to contact you at various stages of the project. **BY SIGNING THE AUTHORISATION OF SERVICE BELOW, YOU ARE GIVING TOTAL BUILDING CONTROL CONSENT TO SECURLEY CONTROL AND PROCESS YOUR PERSONAL DATA.**

_AUTHORISATION OF SERVICE

I hereby give express permission for Total Building Control to sign on my behalf the Initial Notice to the relevant Local Authority. As the Agent/Contractor, I have informed the client of Total Building Control's Involvement and have permission to sign on their behalf. This permission includes consent to process and control personal data as set out in the Data Protection section above.

Owner OR Agent Signature:

DATE:

Important Notes

1. Total Building Control reserve the right to ask for certification of works under the Competent Person Scheme. Persons working on gas appliances must be "Gas Safe" registered. It is the responsibility of the person employing the Gas Safe Engineer to check the installer's identity and credentials and ensure that they have the correct qualifications and accreditation to work on your appliances.
2. You are advised not to commence building works until we have received confirmation from the local sewer department that no sewers are affected by the development.
3. You must allow 5 working days from submission of the Initial Notice to the relevant Local Authority before commencement of work (10 working days from receipt of application to Total Building Control). **Please be advised that if work commences during this period, there is a high risk the project will revert to the Local Authority. In this case, a cancellation fee of £60.00, inclusive of VAT, will be applicable.**
4. Please inform TBC Ltd at the various construction stages for inspection of works (See inspection notification framework attached).
5. Please inform TBC Ltd ASAP when the works are complete. A final inspection, full payment and an electrical certificate (where applicable) are required before a completion certificate will be issued.
6. We currently work to the Terms of the CICAIR – 'Contract for the appointment of an Approved Inspector', a copy of which is available on request.
7. In the case of **New Dwellings in England** we will require the following information:
 - 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 110 litres per person per day)
 - (bb) Schedule 1 Part M optional requirement M4(2) (category 2-accessible and adaptable dwellings),
 - (cc) Schedule 1 Part M optional requirement M4(3) (category 3- wheelchair user dwellings), or
 - ii) a statement that planning permission has not yet 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
8. **Completion of work**
It is very important that you advise us that the work is complete or occupied. Our legislation limits the time of our involvement on the project once it is considered complete or occupied. The worst-case scenario being 4 weeks from occupation or completion for commercial projects and 8 weeks for domestic. Total Building Control can apply for an extension of time for our involvement, but must be done in a timely manner. If the correct procedure is not followed then the building control function for the scheme could revert to the Local Authority.
When work has been completed to our satisfaction in accordance with building regulations you will receive a Building Regulations Completion Certificate. This Certificate needs to be retained with the deeds of the house and any house inspection buyers report as it will be required when you sell the house.