

Application Reference No: 2019/_____/BN [Office use only]

THE BUILDING ACT 1984 - BUILDING REGULATIONS 2010
PLEASE NOTE: You CAN NOT submit a BUILDING NOTICE IF:

- A. The proposed work is over or close to a public sewer or shared pipe. If it is then a Building Regulation application (with plans) will be required.
 To check whether a public sewer or shared pipe would be effected by your proposal, please telephone Severn Trent Water Ltd on 01902 793871/793550, or alternatively contact Joy Davies on (0121) 675 7006 (option 3).
 NB: If delivering a Building Notice in person to our offices, it will not be accepted unless this information has been established beforehand.
- B. This Notice must be submitted at least **48 hours (2 working days)** before the first request for an inspection is required.
- C. The building to which the work relates is of a Commercial nature, (non-domestic).
- D. The work involves the construction of a new building fronting onto a private street.

Please note: All fields displaying * must be completed if applicable.

WHEN RETURNING THIS FORM PLEASE REMEMBER TO INCLUDE THE FOLLOWING INFORMATION:-

1. THE RELEVANT PAYMENT. Unless claiming exemption on the grounds of a disability, see section 'overleaf'.
2. A COPY OF A SUITABLE SITE LOCATION PLAN to a scale of not less than 1:1250 if the work involves either the erection of a NEW BUILDING or an EXTENSION to an existing building.

DETAILS OF THE PERSON FOR WHOM THE WORK IS TO BE CARRIED OUT. Title*: Mr / Mrs / Miss / Other First Name*: Last Name*: Address*: Post Code: Tel. No*: Fax No: Please tick <input type="checkbox"/> if you wish to receive correspondence via email (Please print email address clearly below): Email:	PERSON WHO YOU WOULD LIKE US TO CONTACT WITH REGARD TO QUERIES, IF DIFFERENT FROM OPPOSITE. Agent's Code (if known) Agent's Name: Address: Post Code: Tel. No: Fax No: Please tick <input type="checkbox"/> if you wish to receive correspondence via email (Please print email address clearly below): Email:
ADDRESS OF THE PROPOSED WORK, IF DIFFERENT FROM ABOVE*: POST CODE*:	DESCRIPTION OF WORK THAT IS BEING CARRIED OUT*.
PLANNING INFORMATION A Building Notice Application under Building Regulations does not constitute a Planning Application. If Planning permission is required for the proposed work, a separate application will need to be made to the Planning Division. If you are unsure please telephone the Planning General Enquiries on (0121) 303 1115 for further advice.	
1. Does the proposal require Planning Permission? Y / N	2. If YES has Planning Permission been granted? Y / N PA ref. No.

EXEMPTION FROM BUILDING REGULATION CHARGES

Exemption from charges is ONLY applicable where the work concerned is connected to an existing building and is of direct benefit to a person(s) with the disability [see Note 8]. (Please complete section below. NB: The building work proposed must have a clear link to the person's condition, e.g. a downstairs wet room for a person with limited mobility). **A letter confirming eligibility for receipt of disability living allowance as proof of entitlement to exemption must accompany any Building Regulations application being accepted without a charge.**

Name of person(s) with the disability (if different from overleaf)*

Details of the disability*

.....

.....

How will the work be of direct benefit to the individual(s) concerned?*

.....

.....

Section A - Please identify the element of work that is being undertaken under the exemption criteria above. (✓)

- a. Extension (or conversion of an existing room) to form a downstairs wet room or bedroom.
- b. Installation of a through floor or stair lift facility.
- c. Extension (or conversion of an existing room) to form a facility for the sole purpose of storing medical equipment in support of a medical condition.

I confirm that the above information is correct and wish to claim exemption from the Building Regulation charges. Where the work involves an extension, please ensure that the relevant section on Page 4 is completed.

Signed: Date:

Print Name:

TO BE COMPLETED IN ALL CASESDECLARATION

I hereby deposit a Building Notice in accordance with the Building Regulations 2010.

I have enclosed a Cheque / Credit Card details to the value of £..... to cover the Building Notice service. (see Notes/Charges).

Please debit my Credit Card No. Card Type

Issue No *: Valid from Date: Expiry Date:

NB: * If paying by Credit Card we can ONLY process payments (register your application) in conjunction with the three digit security number located on the reverse of your card. Please ensure that we have a daytime telephone number, so that we can contact you in order to obtain your security card number.

If paying by cheque, please make payable to 'Acivico'.

Acivico (Building Consultancy) LTD is a company wholly owned by Birmingham City Council.

Signed: Date:

Print Name:

PLEASE NOTE: The Building Notice Fee covers administration and the Building Surveyor's time inspecting your project through to completion. It is a single payment payable at the time of deposit and is not refundable once work commences on site. Where a Building Notice is not commenced on site and withdrawn an administrative charge will be deductible from any refund (where applicable).

If you experience any problems with this form, please telephone us direct on (0121) 675 7006.

GUIDANCE NOTES – PLEASE READ

WHAT HAPPENS NEXT

- Once you have provided us with your Building Notice, (and it is accepted), you will receive an acknowledgement and inspection framework in the post by return. This will include your allocated Application Number, (**please quote this on any future dealings with us**), along with the relevant Contact/Telephone Number. Requests for Site Inspections need to be directed to this number.

ACIVICO (BUILDING CONSULTANCY) DIRECT

TELEPHONE NUMBER: (0121) 675 7006

EMAIL ADDRESS: building.consultancy@acivico.co.uk

Or alternatively use our 24 hour Ansaphone (0121) 216 2351

Or use our Online Site Inspection Booking Form at [www. http://www.acivico.co.uk/building-regulations-site-inspection-booking-form](http://www.acivico.co.uk/building-regulations-site-inspection-booking-form)

- Upon request (**minimum of 48 hours (2 working days) notice from the submission of your application**) a Building Control Surveyor will inspect the relevant stages of construction. Where a site inspection framework is applicable, it is important that you or your appointed builder/contractor adheres to it. **Unnecessary or additional requests may incur additional charge.**
- Once your project has been inspected and confirmed as compliant, the Building Surveyor will issue a completion certificate.
- For complex projects, e.g. a loft conversion, the Surveyor may require additional details prior to confirming compliance.

ADDITIONAL NOTES

Note 1: This form should be returned to the address quoted below.

Acivico (Building Consultancy) Ltd, PO Box 17212, Louisa House, 92-93 Edward Street, Birmingham, B2 2AQ

A Building Notice submission is only valid if received with the relevant fee (where applicable).

Cash payments can only be accepted between 09.00 am-4.30 pm (4.00 pm on Friday).

Credit Card payments can only be accepted between 09.00 am-4.00 pm.

Booking a site inspection: Requests can be made between 8.00 am and 4.30 pm (Monday to Thursday), 3.30 pm (Friday). Please note next day site inspections can only be processed if received before 3.30 pm on the previous working day.

Please advise us of any cancellations as soon as possible quoting your application reference number.

Note 2: The 'Estimated Cost' is the full cost of the work and must be based upon a reasonable market rate (even if undertaken on a DIY basis). VAT and any professional fees, i.e., Architect, Engineer, Land Acquisition costs may be discounted from this calculation. In addition decorative finishes, floor coverings and fittings which are not subject to the Building Regulations can therefore be excluded.

Note 3: A Building Notice for replacement windows is **ONLY** required where the installer is not a member of a recognised self certification scheme eg (FENSA). Registered installers are licensed to proceed without the need to submit a formal application to the Council.

Note 4: This option should be used where the **ONLY** work being undertaken is 'notifiable electrical work' and the installer is qualified to 17th Edition standard and able to inspect and test to BS 7671. In order to speed up the issue of your completion certificate, it is advisable to supply a copy of your relevant qualifications and final inspection/test results with this notice. If your electrical contractor is unable to certify to this level then you must submit a separate '**Part P Electrical**' Building Notice.

Note 5: Your information will only be used by Acivico for the purposes that it has been supplied for. We have a responsibility to share information with organisations that are charged with detection and prevention of fraud.

Note 6: If you experience any problems with completing this form, please contact us.

Note 7: Acivico (Building Consultancy) Ltd, is a wholly owned company of Birmingham City Council, Company Registration No.: 07918763.

Note 8: "Disabled person" means a person who is within any of the descriptions of persons to whom section 29(1) of the National Assistance Act 1948, applied, as that section was extended by virtue of section 8(2) of the Mental Health Act 1959, but not taking into account amendments made to section 29(1) by paragraph 11 of Schedule 13 to the Children Act 1989.

Visit our Website: <http://www.acivico.co.uk>



Building Notice Application



		Please tick (✓) where applicable
(All charges include VAT at 20%).		
A.	A detached garage/carport or habitable structure (summer house, office, gym or playroom) exceeding 30m ² but not exceeding 60m ² (internal metric floor area). PLEASE NOTE: A detached garage less than 30m ² may be exempt from Building Regulations. See more comprehensive information on our website or contact us.	£435.00 <input type="checkbox"/>
B.	An extension that is less than 5m ² (internal metric floor area).	£360.00 <input type="checkbox"/>
C.	An extension that is less than 10m ² (internal metric floor area).	£435.00 <input type="checkbox"/>
D.	An extension that is over 10m ² but less than 40m ² (internal metric floor area).	£555.00 <input type="checkbox"/>
E.	An extension that is over 40m ² but not exceeding 60m ² (internal metric floor area).	£690.00 <input type="checkbox"/>
F.	An extension that is over 60m ² but less than 100m ² (internal metric floor area). NB: Where an extension exceeds 100m ² charges must be calculated from [K] below using a reasonable market rate. The resultant charge should not be less than the 60m ² -100m ² category.	£785.00 <input type="checkbox"/>
G.	A loft conversion comprising of a floor area less than 50m ² or two rooms. NB: Where a loft conversion is undertaken at the same time as an extension a reduced Building Notice charge of £285.00 will be applicable.	£435.00 <input type="checkbox"/>
H.	Conversion of an existing garage into a habitable room.	£385.00 <input type="checkbox"/>
I.	Minor works where the installer undertaking the work is not a member of a recognised self certification scheme e.g. FENSA or Part P. a. Solar Panels b. Replacement windows c. Electrical installations	£100.00 <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>
J.	Minor building work within one of the following categories or valued up to £5,000. a. Re-roofing (roof covering and insulation only) b. Drainage alterations c. Formation of an under stair wc or en-suite facility d. Removal of a load bearing wall e. Removal of one or more chimney breasts f. Creation of a new structural opening (window/door) g*. Installation of a wood burner by a non-registered installer e.g. HETAS, NACE * Please note, additional specialist testing at your expense may be required to confirm compliance. NB: Where any of the above are being undertaken at the same time as a extension from one of the categories listed above a reduced charge of £50.00	£155.00 <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> £50.00 <input type="checkbox"/>
K.	Other building work to a domestic residence not included in one of the above categories. a. Up to and including a value of £15,000 b. Up to and including a value of £50,000 c. Up to and including a value of £100,000	£330.00 <input type="checkbox"/> £535.00 <input type="checkbox"/> £785.00 <input type="checkbox"/>

PLEASE NOTE:

If your work falls into one of the above categories [A-J] **this must be used**. Reference to [K] above should only be made where the work is outside the scope of [A-J] above.

Where more than one storey is involved the combined internal floor area should be used to calculate the fee.

Where different elements of work are shown upon the plans it may be that more than one charge is payable.