



Number of Storeys:-

Above ground ..... Below ground .....

Existing use of the building? .....

.....

.....

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**PLEASE NOTE:** A Completion Certificate will automatically be issued to the applicant once the work on site has been completed to the satisfaction of the Building Control Surveyor.

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**TO BE COMPLETED IN ALL CASES**

DECLARATION

Please find attached my Full Plan application under the Building Regulations 2010.

Signed: ..... Date: .....

Representing (Company Name) if applicable .....

I have enclosed a Cheque / Credit Card details to the value of £..... to cover the plan assessment service for this application (see Notes/Charges on Pages 2 and 3) and undertake to pay (or to inform the appropriate individual of) the relevant Inspection Charge of £..... (Refer to Column 2 of Tables 1 and 2 of the attached charge form) when invoiced following commencement of work on site.

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: ..... Print Name: .....

Company Name: (if applicable) ..... Date: .....

**PLEASE NOTE:** The work concerned will probably attract an Inspection Charge. This covers the Officer's time in supervising your project through to completion and is a single payment invoiced to you once work starts on site.

**PLANNING INFORMATION**

It is the Applicants responsibility to ensure that Planning Permission is obtained. **This application 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. ....
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## GUIDANCE NOTES – PLEASE READ

### APPLICATION PROCESS: WHAT HAPPENS NEXT

- Your application will be acknowledged by return. This will provide you with your Application Number (please quote this on any future correspondence) and your Building Control Surveyor's contact details. Should you require a site inspection, please telephone Building Consultancy Direct.

#### **ACIVICO (BUILDING CONSULTANCY) DIRECT**

TELEPHONE NUMBER: (0121) 675 7006

EMAIL ADDRESS: [building.consultancy@acivico.co.uk](mailto:building.consultancy@acivico.co.uk)

- Our objective is to achieve compliance through solutions and your Building Surveyor will work with you as part of the design team in order to achieve this aim.
- A Building Control Surveyor will appraise your application and make contact with you at the earliest opportunity.
- Once live on site the Building Control Surveyor will agree a suitable inspection framework and work alongside the site team to ensure that the project is constructed in compliance with the relevant regulations. Once complete and found to be in compliance a formal completion certificate will be issued.

### ADDITIONAL NOTES

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

Acivico (Building Consultancy) Ltd  
PO Box 17212  
Louisa House  
Quay Place  
92–93 Edward Street  
Birmingham B2 2AQ

Note 2: The 'Estimated Cost' should be the full cost of the work shown on the deposited plans and must be reasonable as if charged for by a person in business. 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 be excluded from the estimate if omitted from the plans. Where subject to a quotation it is beneficial to have sight of an elemental breakdown if one is available.

Note 3: Generally, only the Plans Charge is payable at the application stage. Any Inspection Charge that is due will be invoiced separately once work commences on site.

Note 4: The information supplied on this form may be shared with relevant parties within Birmingham City Council along with organisations charged with detection and prevention of fraud.

Note 5: If you have any problems with regard to the calculation of charges or the submission process, please contact us.

Note 6: Acivico (Building Consultancy) Ltd, is a wholly owned company of Birmingham City Council. Company Registration No.: 07918763.

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

**Please note:** Where the value of your project exceeds £100,000 in build costs or exceeds 100m<sup>2</sup>, please contact us directly so that we can discuss your specific service requirements and arrive at a more reflective charge.

Please telephone (0121) 464 0937 so that we can discuss your project in more detail and establish links with the relevant Building Control Officer on your behalf.

If your building regulation charge has been agreed as a result of a formal quotation, please indicate with a tick (✓) and ideally attach any relevant correspondence.

Charges for all work (other than extensions/new dwellings below) to commercial/industrial buildings should be calculated using an estimate of costs.

The <b>Plans Charge</b> is payable at application stage. The <b>Inspection Charge</b> will be invoiced separately once work commences on site.		<b>Plan Charge</b>	<b>Inspection Charge</b>		
<b>TABLE 1: EXTENSIONS OR NEW BUILD COMMERCIAL STRUCTURES</b>		<b>VAT INCLUDED</b>			
A.	An extension or detached new build commercial structure that does not exceed 40m <sup>2</sup> (internal metric floor area).	£200.00	£355.00	<input type="checkbox"/>	
B.	An extension or detached new build commercial structure that is over 40m <sup>2</sup> but less than 100m <sup>2</sup> (internal metric floor area).	£300.00	£485.00	<input type="checkbox"/>	
<b>TABLE 2: INTERNAL REFURBISHMENTS TO COMMERCIAL PREMISES</b>					
C.*	Internal refurbishment of commercial premises with a floor area not exceeding 75m <sup>2</sup> .	£310.00	Incl. in Plan Charge	<input type="checkbox"/>	
D.*	Internal refurbishment of commercial premises with a floor area not exceeding 200m <sup>2</sup>	£200.00	£315.00	<input type="checkbox"/>	
E.*	Internal refurbishment of commercial premises with a floor area not exceeding 500m <sup>2</sup>	£250.00	£445.00	<input type="checkbox"/>	
* The charges listed against Items C–E above, does not include assessment of any associated structural alternations. If your proposal includes structural alterations an additional charge based on 'Table 3' will be required.					
<b>TABLE 3: OTHER BUILDING WORK TO COMMERCIAL PREMISES NOT INCLUDED IN ONE OF THE ABOVE CATEGORIES.</b>					
F.*	Up to and including a value of £15,000	£330.00	Incl. in Plan Charge	<input type="checkbox"/>	
G.*	Up to and including a value of £50,000	£200.00	£335.00	<input type="checkbox"/>	
H.*	Up to and including a value of £100,000	£300.00	£485.00	<input type="checkbox"/>	
I.*	Any building work up to a value of £5,000 <u>undertaken at the same time</u> as Table 1 [A–B] and Table 2 [C–E]	£100.00		<input type="checkbox"/>	
* Items F to I should be based on a reasonable market rate [see Note 2 on page 3]					
<b>TABLE 4 – ERECTION OF NEW DWELLINGS &lt;300m<sup>2</sup>/FLATS &lt;4 STOREYS.</b>		<b>VAT INCLUDED</b>			
	<b>Plan Charge (£)</b>	<b>Inspection Charge per number of dwellings</b>			
		<b>No. of Dwellings</b>	<b>(£) Total Payable</b>	<b>No. of Dwellings</b>	<b>(£) Total Payable</b>
A dwelling or number of dwellings of the same house type.  NB: A left or right handed variant need not be counted as an additional 'house type'	200.00	1	452.40	11	2025.60
		2	626.40	12	2200.80
		3	795.60	13	2378.40
		4	919.20	14	2523.60
		5	1017.60	15	2698.80
		6	1143.60	16	2874.00
		7	1221.60	17	3049.20
		8	1424.40	18	3224.40
		9	1627.20	19	3360.00
		10	1849.20	20	3532.80