

Application No: _____

Address: _____



Booking your site inspection

You can book an inspection at any time, easily and at your convenience - you can have a visit on the day that you need it. To help us please contact us at least one day beforehand.

Please remember to quote the **application number** whenever you request an inspection.

Appointments for:

Key inspections - foundations and completions can be booked between:

09:00 am – 13:00 pm (am calls)
13:00 pm – 16:30 pm (pm calls)

Other inspections - will be allocated a day slot between 09:00 am – 16:30 pm.

You can contact the surveyor on the morning of our visit to see if he/she is able to prioritise your visit.

As a valued customer, we endeavour to inspect your work at your request, but please note that time slot allocations are dependent on the number of calls received on that day.

Booking options:



Book a **revisit** call through your surveyor on the day of your visit.



Helpdesk contact number:

T: 0121 675 7006 (Option 1).

Opening times:

08:00 am – 16:30 pm (Monday to Thursday)
08:00 am – 15:30 pm (Friday)

Call before 15:30 hours for a guaranteed next day inspection.



Text (this is a text service only):

M: 07766 925273



Voicemail - Answerphone (24/7)

T: 0121 464 9331

When using **Text**, **Voicemail** or our **Email** service, please include your **application number**, **site address**, **post code**, **date of visit** and indicate if you prefer an **'am'** or **'pm'**. (We will confirm your booking).



24 Hour **Email** Service: send requests to:

E: bcdhotline@acivico.co.uk

Contact details to follow at first site visit.

A copy of this form will be passed to your contractor at the first visit. It shows the surveyor's contact details and your application number.

Please use the attached business card contact details regarding any technical queries you may have relating to your building regulation.



TABLE OF INSPECTIONS BY WORK TYPE

OUR SITE INSPECTION SERVICE

A site inspection charge will be invoiced (if applicable) once we have been requested to attend for an initial visit. The level of charge will be based upon the size and complexity of your project.

1. Our surveyor is NOT responsible for designing your project or supervising your building contractor. Our role is to check that the relevant Building Regulations (technical standards) are adhered to.
2. Our surveyor will assess the work on site and will either confirm when the work is in compliance or request appropriate alterations. This will help protect the investment that you have made in this project.
3. Your site inspection framework is identified below and it is hoped that your builder works within these guidelines. A copy of this will be handed to the builder at the commencement of the project by our surveyor. We are willing to make additional visits beyond these; however it may be that additional charges apply.

Work Type: Extensions

Size of Extension

	<5m ²	<10m ²	<40m ²	<60m ²	<100m ²
Commencement/first visit for foundations, excavation/trenches etc (prior to pouring any concrete)	✓	✓	✓	✓	✓
Damp proof course laid and in position	✓	✓	✓	✓	✓
Drains laid and exposed ready for inspection	✓	✓	✓	✓	✓
1 st floor level works (where this is applicable)				✓	✓
Steelwork (where applicable)			✓	✓	✓
Roof level pre-plaster			✓	✓	✓
Additional inspection(s) as required				✓	✓
Completion of work (notification is required within five days of completion)	✓	✓	✓	✓	✓

Other Works

	Loft conversion	Garage conversions	Alterations (to be agreed with our surveyor)	Detached structure >30m ²	Replacement windows, re-roofing
Commencement/first visit for foundations, excavation/trenches, etc (prior to pouring any concrete)	✓	✓		✓	
Damp proof course laid and in position		✓			
Drains laid and exposed ready for inspection			✓	✓	
1 st floor level works (where this is applicable)			✓		
Steelwork (where applicable)	✓		✓		
Roof level or pre-plaster	✓	✓	✓	✓	✓
Additional inspection(s) as required					
Completion of work (notification is required within five days of completion)	✓	✓	✓	✓	✓