

Application Reference No: 2019/\_\_\_\_\_/\_\_\_\_ [Office use only]

**THE BUILDING ACT 1984 - BUILDING REGULATIONS 2010**WHEN RETURNING THIS FORM PLEASE REMEMBER TO INCLUDED THE FOLLOWING INFORMATION:-

1. THE RELEVANT CHARGE. Note: A Building Notice is not classed as 'given' unless accompanied by the relevant charge.
2. A **SINGLE COPY** OF THIS FORM.
3. Cheques should be made payable to **ACIVICO**.

**PLEASE NOTE:**

This application route is only suitable for notifiable electrical work being undertaken in connection with an existing dwelling or new residence (which is not part of a building) by an un-certified installer who is neither qualified to the accepted minimum standard (17th Edition Inspection and Test) or a member of a recognised Part P Competent Persons Scheme.

To avoid delays in registration and assessment of your application, please ensure all fields displaying \* are completed where applicable.

**1. FULL NAME OF PERSON FOR WHOM THE WORK IS TO BE CARRIED OUT\*.**

Title\*: Mr / Mrs / Miss / Other (please state): .....

First Name\*: ..... Last Name\*: .....

Address\*: .....

.....

..... Post Code\*: .....

Tel. No\*: ..... Fax No\*: .....

Please tick  if you wish to receive correspondence via email: (Please print email address clearly below).

Email\*: .....

**2. SITE LOCATION (IF DIFFERENT FROM [1])\*.**

.....

.....

..... Post Code:.....

**3. FULL DESCRIPTION OF THE INSTALLATION(S) BEING UNDERTAKEN\*.**

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**4. BUILDING USE (IF OTHER THAN DOMESTIC)\*.**

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**PLEASE NOTE:** Upon satisfactory inspection by our appointed electrical contractor a Completion Certificate will automatically be issued to you indicating it's compliance with the relevant Regulations.

**PLEASE NOTE:** The Building Notice charge covers initial administration and the external costs incurred to undertake an electrical inspection 'competent person' authorised to certify the suitability of electrical work. It is a single payment, payable at the time of deposit of the Notice and is not refundable once an inspection has been undertaken.

| <b>CHARGES PART P BUILDING NOTICE SUBMISSION</b>  | <b>FEE PAYABLE</b> | <b>VAT</b> | <b>TOTAL PAYABLE</b> |
|---|--------------------|------------|----------------------|
| Supervision of electrical work undertaken in isolation to a domestic extension/loft conversion or construction of a new dwelling. | £210.00            | £42.00     | <b>£252.00</b>       |

**TO BE COMPLETED IN ALL CASES**

DECLARATION

I hereby deposit a Building Notice for the supervision of uncertified electrical work under Part P of the Building Regulations.

I have enclosed a Cheque / Credit Card details to the value of **£252.00** (as above).

Please debit my Credit Card No. .... Card Type .....

Issue No: ..... Valid from Date: ..... Expiry Date: .....

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

Print Name: .....

**GUIDANCE NOTES: PART P ELECTRICAL (ONLY) BUILDING NOTICE**

**APPLICATION PROCESS: WHAT HAPPENS NEXT**

You will receive an acknowledgement in the post by return. This will inform you of your allocated Application Number, (please quote this on any future correspondence), along with your Area Team Contact/Telephone Number.

By return you will be supplied with a Reference Number and a suitable contact number. Use this to arrange with our electrical sub-contractor a convenient time to inspect the works. Any defective work will be communicated to your electrical installer and will need to be corrected in order to receive the necessary certification. Once the work is accepted our contractor will notify us and a Building Regulations Completion Certificate will be issued.

Two inspections will normally be required, one at first fix (i.e. pre-plaster) and a second at completion.

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| <b>ACIVICO (BUILDING CONSULTANCY) DIRECT</b><br>TELEPHONE NUMBER: (0121) 675 7006<br>EMAIL ADDRESS: <a href="mailto:building.consultancy@acivico.co.uk">building.consultancy@acivico.co.uk</a> |
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**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

Cash payments (in person) can only be accepted between 9.00 am 4.30 pm (4.00 pm on Friday).

Credit Card payments (in person) can only be accepted between 9.00 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: If the work covers a number of properties and multiple inspections are required then separate applications will be required.

Note 3: This Building Notice Charges is subject to **VAT at 20%**.

Note 4: Cheques must be made payable to '**ACIVICO**'.

Note 5: 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 6: If you have any problems with regard to the completion of this form, please contact Building Consultancy Direct on (0121) 675 7006, or email: [building.consultancy@acivico.co.uk](mailto:building.consultancy@acivico.co.uk) or alternatively access our website: [www.acivico.co.uk](http://www.acivico.co.uk)

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

