

1 This application relates to the following work:

Description of work

Address

Post Code

Use of building

2 Contact information for various interested parties. (Please state if the details are not known or if not applicable.)

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| <p>Owner (Person/Company requesting the building work):</p> <p>Name <input type="text"/></p> <p>Address <input type="text"/></p> <p><input type="text"/></p> <p><input type="text"/></p> <p>Telephone <input type="text"/></p> <p>Email <input type="text"/></p> | <p>Agent / Architect (Who we contact to discuss the design):</p> <p>Name <input type="text"/></p> <p>Address <input type="text"/></p> <p><input type="text"/></p> <p><input type="text"/></p> <p>Telephone <input type="text"/></p> <p>Email <input type="text"/></p> |
| <p>Contractor (Person/Company undertaking the building work):</p> <p>Name <input type="text"/></p> <p>Address <input type="text"/></p> <p><input type="text"/></p> <p><input type="text"/></p> <p>Telephone <input type="text"/></p> <p>Email <input type="text"/></p> | <p>Project Manager (When acting as owner and not as agent):</p> <p>Name <input type="text"/></p> <p>Address <input type="text"/></p> <p><input type="text"/></p> <p><input type="text"/></p> <p>Telephone <input type="text"/></p> <p>Email <input type="text"/></p> |

3 This work does* / does not* concern new dwellings. (*Delete where not applicable)

4 The following information is required with all applications (These are standard questions set by statutory guidance. If you require advice completing this section please contact us):

(a) In the case of the erection or extension of a building, a plan to a scale of not less than 1:1250 showing the boundaries and location of the site and (where the work includes the construction of a new drain or private sewer) a statement* –

(i) As to the approximate location of any proposed connection to be made to a sewer; (* write statement below)

or

(ii) If no connection is to be made to a sewer, as to the proposals for the discharge of the proposed drain or private sewer including the location of any septic tank and associated secondary treatment system, or any wastewater system or cesspool; (* write statement below)

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4 (b) In the case of a new dwelling:

(i) a statement whether or not one or more, and if so which, of the optional requirements in the Building Regulations 2010 applies to the building work (* tick box if applicable).

A. Regulation 36(2)(b) (optional water efficiency requirement of 110 litres per person per day)*

B. Schedule 1 Part M optional requirement M4(2) (category 2 – accessible and adaptable dwellings)*

C. Schedule 1 Part M optional requirement M4(3) (category 3 – accessible 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 the planning permission is granted; (* write statement below)

(c) **If applicable** a statement of any local enactment relevant to the work, and of the steps to be taken to comply with it; (* write statement below)

5 Pre-application advice: (optional)

Have you received any pre-submission advice for this application? Yes No

If 'Yes' please specify the relevant Acivico Team members name:

6 Application Charges (please see both sections for submission charge and site inspection charge):

Have you received a fee quotation for the work included in this application? Yes No

If 'Yes' specify the relevant reference number we provided: PAE

Submission Charge:

The application plan fee to be paid on submission is: £ . and your method of payment is:

Cheque (Please make cheques payable to 'Acivico') Credit Card (Our registration team will telephone to take the payment)

Invoice (This option available by agreement or for previously accepted clients only. If you wish to be invoiced please contact the Acivico Approved Inspector team on 0121 464 0937 or email us at approved.inspectors@acivico.co.uk)

Contact Name Telephone Number

Purchase Order Number (if paying plan fee by invoice):

Site Inspection Charge (This charge is usually invoiced following the commencement of work on site):

The site inspection charge will be paid by (select one of the following options with the details provided in Section 2):

Owner Agent Architect Contractor Project Manager

Other Name

Organisation

Address

Contact Name Telephone Number

Purchase Order Number:

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| 7 | <p>Validation Checks and Important Information:</p> <p>As requested in Section 4(a) above I have included a location plan, at a suitable scale, which clearly identifies the location of the proposed work? Yes <input type="checkbox"/></p> <p>As requested in Section 6(a) above I have included the required fee information. Yes <input type="checkbox"/></p> <p>I understand that Acivico Approved Inspectors require a minimum of ten working days between the submission of this application and the commencement of work on site? (This allows us time to carry out our statutory notifications) Yes <input type="checkbox"/></p> | <p>Acivico Approved Inspectors Contact Details:</p> <p><i>Applications can be submitted by:</i></p> <p>Email – approved.inspectors@acivico.co.uk or</p> <p>Post – Acivico Approved Inspectors PO Box 17212 Louisa House 92-93 Edward Street Birmingham, B2 2QA</p> <p><i>You can contact us using the above details and also by:</i></p> <p>Telephone - 0121 464 0937</p> |
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| 8 | <p>Authorisation: I hereby authorise Acivico (Building Consultancy) Ltd to issue this initial notice to the relevant parties on my behalf.</p> | |
| | <p>Signed <input style="width: 400px; height: 60px;" type="text"/></p> | <p>Date <input style="width: 150px; height: 20px;" type="text"/></p> |
| | <p>Print <input style="width: 400px; height: 20px;" type="text"/></p> | |

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| 9 | <p>General Data Protection Regulation (GDPR):</p> <p><i>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.</i></p> |
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