

**WEST MIDLANDS COUNTY COUNCIL ACT 1980 – SECTION 39**

**To:** Birmingham City Council – Notice of intended erection and use of a stand for the accommodation of more than 20 persons at:

**Please note:** This application incurs a fee which is commensurate with the City Council's required involvement.

<b>1. SITE LOCATION</b> ..... ..... POST CODE: .....	
<b>2. DESCRIPTION OF STRUCTURE TO BE ERECTED</b> ..... ..... (a) Number of persons to be accommodated ..... (b) Period for which structure is to remain erected .....	
<b>3. FULL NAME OF PERSON WHO IS TO ERECT THE STAND [CONTRACTOR]</b> APPLICANT'S CODE (if known) <input style="width: 100px; height: 20px;" type="text"/> NAME: ..... ADDRESS: ..... ..... POST CODE: ..... TEL. NO: ..... FAX. NO: ..... EMAIL: .....	<b>4. NAME AND ADDRESS OF PERSON SUBMITTING THIS NOTICE [IF DIFFERENT FROM (3)]</b> NAME: ..... ADDRESS: ..... ..... POST CODE: ..... TEL. NO: ..... FAX. NO: ..... EMAIL: .....
<b>5. DESIGNER</b> NAME: ..... ADDRESS: ..... ..... POST CODE: ..... TEL. NO: ..... FAX NO: .....	
<b>6. ANTICIPATED START DATE</b> _____ [commencement of erection].	
<b>7. PLANNING INFORMATION</b> You may be required to submit a prior notification to decide if Planning permission or a license is required for your proposals. <b>Have you checked whether Planning permission is required for the proposed work(s)?</b> a) Does the proposal require Planning Permission, or prior notification? Y/N b) If YES, has Planning Permission been granted? Y/N PA ref. No. .... <b>Have you checked whether a Public Entertainment License is required for the proposal?</b> c) Does the proposal require a license? Y/N d) If YES, has the license been given? Y/N	

**8. NAME OF OWNER/OCCUPIER OF ADJACENT BUILDING(S) ONLY.** [Where applicable]

NAME: .....	NAME: .....
ADDRESS: .....	ADDRESS: .....
.....	.....
POST CODE: .....	POST CODE: .....

**9. IN ACCORDANCE WITH THE REQUIREMENTS OF THE ACT PLEASE INDICATE BY TICKING BOXES. NOTIFICATION HAS BEEN SENT TO:-**

i. Fire Authority

**TO BE COMPLETED IN ALL CASES**

DECLARATION

I hereby deposit a Section 39 Notice in accordance with the requirements of the West Midlands County Council Act 1980.

The submission of a Section 39 Notice requires the Local Authority to assess the submitted proposal. The assessment incurs a fee depending on the City Council's involvement and will be based on the current hourly rate.

Please provide full contact details of where the invoice should be forwarded to:

Name: ..... Address: .....  
..... Post Code .....

Tel. No: ..... Email Address : .....

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

Print Name: .....

**ACIVICO (BUILDING CONSULTANCY) DIRECT**  
**TELEPHONE NUMBERS:** 0121 675 7006  
**EMAIL ADDRESS:** bcdsurveyingservices@acivico.co.uk  
**Web Address:** www.acivico.co.uk

**ADDITIONAL NOTES**

- Note 1: This Notice should be submitted no later than 5 weeks prior to the intended start date.
- Note 2: Should no notice be received from the Local Authority on the expiry of 5 weeks from submission of this Notice, the work(s) shall be deemed to be approved.
- Note 3: This notice should be returned to:  
Acivico (Building Consultancy) Ltd, Birmingham Accounts Team, PO Box 17212, Louisa House, Quay Place, 92-93 Edward Street, Birmingham B2 2AQ
- Note 4: Should you require assistance with regard to the completion of this Notice, please contact the Commercial Services Administration Team.
- Note 5: Acivico (Building Consultancy) Ltd is a wholly owned company by Birmingham City Council. Company Registration No: 07918763.
- Note 6: 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.

**PLEASE NOTE:** Failure to comply with the legislation under the West Midlands County Council Act 1980 may result in you being fined up to £500.00. (Please note this fine is changeable without prior notice).

**OFFICE USE ONLY**

Registered: Ref. No: 2019/ \_\_\_\_\_ / \_\_\_\_\_

Ints: \_\_\_\_\_ Date: \_\_\_\_\_