



Ref:

Initial Notice – Application Form

1	To:- Building Control Manager Local Authority:- Address:-	
2	This notice relates to the following work:- Description of work Address Use of buildings	
3	Person intending to carry out the work:- Name Address Tel	Agent / Architect / Contractor:- Name Address Tel
4	With this notice are the following documents, which are those relevant to the work described in this Notice:- (a) In accordance with regulation 4(1) of the 2010 regulations, a copy of the Notice of Approval for BBS Building Control Ltd. (b) A declaration signed by the insurer that a named scheme of insurance approved by the Secretary of State applies in relation to the work described in the Notice. (c) In the case of the erection or extension of a building, a plan to 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, 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 treatment system or cesspool; (d) If applicable a statement of any local enactment relevant to the work, and of the steps to be taken to comply with it	
5	Signed (on behalf of BBS Building Control Ltd) Date / /	Signed Of (person intending to carry out the work) Date / /

6	The approved inspector in relation to the work is:- BBS Building Control Ltd Teaselwood Barn, Lamberhurst Vineyard, Furnace Lane, Lamberhurst, Tunbridge Wells, Kent TN3 8LA.
7	The work is / is not minor work (regulation 9(5) of the 2010 Regulations)
8	BBS Building Control Ltd declare that they do not, and will not while this Notice is in force, have any financial or professional interest in the work described.
9	BBS Building Control Ltd will / will not be obliged to consult the fire and rescue authority by regulation 12 of the 2010 Regulations.
10	BBS Building Control Ltd undertake to consult the fire and rescue authority before giving plans a Plans Certificate in accordance with section 50 of the Act or a Final Certificate in accordance with section 51 of the Act in respect of any of the work described above.
11	BBS Building Control Ltd will / will not be obliged to consult the sewerage undertaker by regulation 13 of the 2010 Regulations.
12	BBS Building Control Ltd undertake to consult the sewerage undertaker before giving plans a Plans Certificate in accordance with section 50 of the Act or a Final Certificate in accordance with section 51 of the Act in respect of any of the work described above.
13	BBS Building Control Ltd are aware of the obligations laid upon them by Part 2 of the Act and by regulation 8 of the 2010 Regulations.

Initial Notice – Authorisation Form



As part of the Initial Notice protocols BBS Building Control Ltd. needs the following information to ensure that the person intending to carry out the work is aware that **BBS Building Control Ltd.** will be providing this service and who is to receive the invoice for this work.

Please complete the following information and return with the completed Initial Notice.

1 I of

confirm that the person intending to carry out the work has / have given permission for BBS Building Control Ltd to undertake the Building Control function covered by this Initial Notice.*

Signed Date

* Delete as appropriate

2 Please confirm one of the following:
(Please mark X in the box that corresponds to the correct invoice details)

The person intending to carry out the work shown on the Initial Notice, is to be invoiced for the Building Control services.
Email Address

The Agent / Architect / Contractor shown on the Initial Notice, is to be invoiced for the Building Control services.
Email Address

Another Person / Company NOT shown on the Initial Notice, is to be invoiced for the Building Control services.
Email Address
Name
Address
.....
.....
.....
.....
Telephone