

Initial Notice – Application Form

1	<p>Have you already received a quote for your proposed works?</p> <p>Yes <input type="checkbox"/> No <input type="checkbox"/></p> <p>If yes, please enter your reference number.....</p> <p>Please note that whilst we attempt to maintain consistent fees, in some instances, these may change, subject to resources and travel time to site. The completion of this form means that you require us to lodge the initial notice on your behalf and you agree to our terms and conditions. Our fee offer will be included by return. If our fee is not accepted and you require the notice to be cancelled, this could delay your start time on site due to the statutory time limits placed on all Building Control Bodies, we take no responsibility for delays incurred.</p> <p>If known, please add the name of your previous surveyor.....</p>
1	<p>This notice relates to the following work:</p> <p>Description of works</p> <p>Site Address</p>
2	<p>Person intending to carry out the works (The Client)</p> <p>Name</p> <p>Company Name (if applicable)</p> <p>Address</p> <p>Email</p> <p>Telephone</p>
2 (i)	<p>Invoicing (Please provide details of who we should invoice for these works)</p> <p>Is the Client fully responsible for payment of the invoice?</p> <p>Yes <input type="checkbox"/> No <input type="checkbox"/> (Please complete the section below)</p> <p>Invoice Name</p> <p>Invoice Address</p> <p>Invoice Email</p> <p>Invoice Telephone</p>

3 Details of Agent / Architect / Contractor (complete all that apply)

Agent

Name

Company Name (if applicable)

Address

Email

Telephone

Architect

Name

Company Name (if applicable)

Address

Email

Telephone

Contractor

Name

Company Name (if applicable)

Address

Email

Telephone

4 Type of Works (Please select from this list the type of works to be carried out)

- New build homes including new homes created by conversion or change of use
- All other domestic work (e.g. domestic alterations, extensions and improvements)
- New build commercial/ retail/ industrial/ hospitality/ education/ health/ justice/ community/ public building
- All other build commercial/ retail/ industrial/ hospitality/ education/ health/ justice/ community/ public building

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(i)

New Dwellings

How many new dwellings are being created?.....

Has Planning Permission been granted?

Yes No

If yes, give the planning reference.....

Were any of these optional requirements imposed as part of the planning consent? (tick all that apply)

- M4(2) Accessible and adaptable dwellings
- M4(3) Wheelchair user dwellings
- G2 Water efficiency limit of 110 litres per person

Foul Drainage

If you will be installing new foul drainage, please confirm one of the following if known:

- New drainage connection to sewer being provided
- Drainage connection to an existing system
- Drainage to be taken to a sewerage treatment plant
- Don't know

Surface Water Drainage

If you will be installing new surface water drainage, please confirm one of the following if known:

- New drainage connection to sewer being provided
- Drainage connection to an existing system
- Drainage to be taken to a soakaway or watercourse
- Don't know

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(ii)

Domestic Extensions and Alterations

If you are extending the building at ground floor level, please advise on the following:

Electrical Safety & Gas Safety Works – Domestic Applications

Any notifiable electrical works or works including gas appliances (boilers, cookers, gas fires etc) must be carried out by a member of a Competent Persons Scheme, (STROMA, NICEIC, ELECSA, NAPIT, etc for electrical work and GAS SAFE for gas works) the client as named above in this notice is responsible for ensuring this certificate is received within 30 days of the work being completed. Electrical and Gas Works are specifically excluded from this Initial Notice Application.

Foul Drainage

If you will be installing new foul drainage, please confirm one of the following if known:

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- Drainage to be taken to a sewerage treatment plant
- Don't know

Surface Water Drainage

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- Don't know

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(iii)**

New build commercial / retail / industrial / hospitality / education / health / justice / community / public building

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- Drainage connection to an existing system
- Drainage to be taken to a sewerage treatment plant
- Don't know

Surface Water Drainage

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- New drainage connection to sewer being provided
- Drainage connection to an existing system
- Drainage to be taken to a soakaway or watercourse
- Don't know

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(iv)

All other commercial / retail / industrial / hospitality e.g. alterations or extensions / education / health / justice / community / public building

If you are extending the building at ground floor level, please advise on the following:

Foul Drainage

If you will be installing new foul drainage, please confirm one of the following if known:

- New drainage connection to sewer being provided
- Drainage connection to an existing system
- Drainage to be taken to a sewerage treatment plant
- Don't know

Surface Water Drainage

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- Drainage connection to an existing system
- Drainage to be taken to a soakaway or watercourse
- Don't know

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Site Location Plan

If you are creating a new building, or extending an existing one, please provide a site location plan to show the position of the building. The should be to a scale of not less than 1:1250 showing the boundaries and location of the site.

If you do not have a Site Location Plan, please tick to confirm that you would like Stroma Building Control to source this and add £30 to your application fee.

- Yes, please source a Site Location Plan

7 Planned Start Date

Please note that your application should be submitted to Stroma Building Control Ltd at least 8 working days prior to works commencing on site, in order that it can be processed and lodged with the Local Authority at least 5 working days before works are due to commence on site.

Planned Start Date.....

Please confirm the cost of works.....

8 Agreement to Terms

By submitting this form you are in agreement that we may sign the initial notice on your behalf which will ensure we can lodge the notice at the earliest convenience. If you have any questions please call 0345 621 11 16.

Permission Statement:

I confirm that the person intending to carry out the work (Client / Owner) has given permission or Stroma Building Control Ltd to undertake the Building Control covered by this notice, and agree to Stroma Building Control Ltd signing this Initial Notice on their behalf.

My name is

And I confirm that I am the

And I confirm that the above Permission Statement is true.

Please record any further comments

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