

BUILDING CONTROL APPLICATION FORM HELPSHEET

We're here to help! If you cannot find the help you need below, please do contact us:
hello@clarkebanks.com or 0333 344 5227

- 1. Project Reference** - this can be found at the top of your quote letter.
- 2. Full Site Address** - we are required to state the exact location of the site (including postcode) on the Initial Notice that we issue to the local authority. If the address changes during the life of the project e.g., in new build projects, please advise us so that we can amend the notice prior to issuing the Final Certificate.
- 3. Full Description of Works** - the description of works will appear on all statutory documents that we are required to issue as part of our function as an Approved Inspector. Please check the description of works on the Initial Notice which will be sent to you, if this is incorrect, please inform us as soon as possible. If the description of works changes during the life of the project it is important that you let us know as soon as possible, so that we can issue an Amendment Notice prior to completion and issue of the Final Certificate – it is not possible to amend the description of works once a Final Certificate has been issued. Please note that we reserve the right to charge an administration fee for each revision.
- 4. Height of Building / Number of Storeys** - there is a requirement for us to make a declaration on the Initial Notice which states that the building is not a Higher Risk Building (HRB) as defined within Part 3 of the Building Safety Act 2022. Storeys should be counted from the storey at ground level to the top storey. Height should be measured from external ground level to the top of the floor surface of the top level of the building. A storey which is in place only for plant and machinery should not be included in your measurement for this purpose.
- 5. Client Details** - under Part 2 of The Building Regulations etc. (Amendment) (England) Regulations 2023 (BRAE Regulations) the client is defined as 'any person for whom a project is carried out'. A domestic client is defined as 'any person for whom a project is carried out not in the course of a business'. Often, the client will be the developer of the building. Where there is more than one client, the parties may agree in writing which party is to be responsible for the role of 'sole client', for these duties.
- 6. Invoice Details** - please supply the invoice contact details and, where applicable, a purchase order number.
- 7. Principal Designer (Building Regulations)** - if known at the point of appointing Clarke Banks Building Control please supply the details of the Principal Designer who will be a dutyholder for the purposes of Part 2A (Dutyholders and Competence) of the Building Regulations etc. (Amendment) (England) Regulations 2023. If a Principal Designer has not been appointed at this stage, please inform us within 14 days of appointment of a Principal Designer.
- 8. Principal Contractor** - if known at the point of appointing Clarke Banks Building Control please supply the details of the Principal Contractor who will be a dutyholder for the purposes of Part 2A (Dutyholders and Competence) of the Building Regulations etc. (Amendment) (England) Regulations 2023. If a Principal Contractor has not been appointed at this stage, please inform us within 14 days of appointment of a Principal Contractor.
- 9. Design Stage Duration** - how long it is anticipated that the design stage will be prior to starting work on site.

10. Start Date of Works on Site - it is a statutory requirement that you notify us 2 days prior to works starting on site. Please email hello@clarkebanks.com

11. Anticipated Commencement Date – we are required to include this information on the Initial Notice that is submitted to the local authority. Within 5 days of the work being 'commenced' you are required to notify us that commencement has been achieved, as per the definition below. Please email hello@clarkebanks.com

Work being deemed as commenced is defined as:

- I. For the construction of a complex building, work is to be regarded as commenced concerning that building or the first stage of building work when the foundations supporting the building and the structure of the lowest floor level of that building (but not the other buildings or structures to be supported by those foundations) are completed.
- II. Where the work consists of (a) the construction of a building that is not complex or (b) the horizontal extension of a building, work is to be regarded as commenced when the sub-surface structure of the building or the extension, including all foundations, basement levels (if any) and the structure of the ground floor level, is completed.
- III. Where the work consists of any other building work, then work is to be regarded as commenced when the initial work is completed ("initial work" means the work set out in the initial notice, which the client considers amounts to 15% of all the work described in the initial notice).

12. Duration of Construction - this allows us to plan our resources and ensure that you have the right support throughout the duration of your project.

13. Estimated Cost of Works – please provide us the estimated project construction costs.

14. Planning Approval - this allows us to cross reference the project in case of queries with the local authority.

15. Site Location Plan - a site location plan is required for any project that changes the footprint of an existing building, erection of a new building, or projects where the works form a part of a larger area within a building. The location plan should identify the land to which the application refers to and should be based on an up-to-date Ordnance Survey map.

16. Optional Requirements - this information is required for new dwellings only.

17. Part R (gigabit-ready physical infrastructure) - this information is required for new dwellings only.

18. Drainage – please select the statement which best applies to your scheme.

19. Agreed Total Fee - this can be found at the bottom of your quote, or where we are only being appointed for a certain RIBA stage, please select the fee attributed to that stage.

20. Signed - we require your signature to confirm the information outlined on the application form, acceptance of our standard terms of conditions and payment terms. Where a CIC Standard Form of Appointment is being used, acceptance of that contract in addition to our payment terms within section 3.5 of our standard terms and conditions.

When you instruct Clarke Banks Building Control you are appointing us to act on your behalf. As part of the Building Regulations process Clarke Banks will notify the local authority of your intended building work on what is called an 'Initial Notice'. You may start work just as soon as this notice has been accepted by the local authority usually after 5 working days. You will be sent a copy of the Initial Notice.