Birmingham City Council

FULL PLANS APPLICATION - DOMESTIC

Application Reference No: 2012/_____/FP [Office use only]

THE BUILDING ACT 1984 - BUILDING REGULATIONS 2010

WHEN RETURNING THIS FORM, PLEASE REMEMEBER TO INCLUDE THE FOLLOWING:-

1. A **SINGLE COPY** OF THIS FORM.
2. THE RELEVANT CHARGE.
3. ONE COPY OF A SUITABLE SITE LOCATION PLAN to a scale not less than 1:1250 **if** the work involves either the erection of a NEW BUILDING or an EXTENSION to an existing building.
4. **ONE** copy of plan(s) to show that the work(s) comply with the Building Regulations 2010.

Please note: All fields displaying * must be completed if applicable.

FULL NAME OF PERSON FOR WHOM THE WORK IS TO BE CARRIED OUT.

Title*: Mr / Mrs / Miss / Other .....

First Name*: .....

Last Name*: .....

Address*: .....

.....

.....

Post Code*: .....

Tel. No*: ..... Fax. No: .....

Please tick ☐ if you wish to receive correspondence via email
(Please print email address clearly below):

Email: .....

PERSON TO WHOM CORRESPONDENCE SHOULD BE FORWARDED.

Agent's Code: (if known) ☐

Agent's Name: .....

Address: .....

.....

.....

.....

Post Code: .....

Tel. No: ..... Fax No: .....

Please tick ☐ if you wish to receive correspondence via email
(Please print email address clearly below):

Email: .....

SITE LOCATION (IF DIFFERENT FROM ABOVE) *.

.....

.....

.....

..... Post Code*: .....

DESCRIPTION OF WORK (OR CHANGE OF USE) *.

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PLEASE NOTE: If you are acting on behalf of the Invoicee, please inform them of the fact that a further charge will be required once work starts on site (see Scale of Charges information attached).

If you have any problems completing this form, please contact us direct on (0121) 675 7006.

NAME AND ADDRESS OF THE PERSON TO WHOM THE INSPECTION CHARGE INVOICE (WHERE APPLICABLE) SHOULD BE FORWARDED, IF DIFFERENT FROM APPLICANT*.

.....

ADDRESS .....

.....

..... POST CODE : .....

PLANNING INFORMATION

It is the applicant's responsibility to ensure that Planning Permission is obtained. This application does not constitute a Planning Application. If Planning permission is required for the proposed work a separate application will need to be made to the Planning Division. If you are unsure please telephone the Planning General Enquiries on 0121 303 1115 for further advice.

1. Does the proposal require Planning Permission? Y / N

2. If YES has Planning Permission been granted? Y / N

PA ref. No. .....

EXEMPTION FROM BUILDING REGULATION CHARGES

Exemption from charges is ONLY applicable where the work concerned is connected to an existing building and is of direct benefit to a person(s) with the disability. (Please complete section below. NB: The building work proposed must have a clear link to the person's condition, e.g. a downstairs wet room for a person with limited mobility).

Name of person(s) with the disability (if different from overleaf)* .....

Details of the disability* .....

.....

.....(please continued on a separate sheet).

How will the work be of direct benefit to the individual(s) concerned?* .....

.....

.....

.....

Section A - Please identify the element of work that is being undertaken under the exemption criteria above. *(✓)*

a. Extension (or conversion of an existing room) to form a downstairs wet room or bedroom. ☐

b. Installation of a through floor or stair lift facility. ☐

c. Extension (or conversion of an existing room) to form a facility for the sole purpose of storing medical equipment in support of a medical condition. ☐

I confirm that the above information is correct and wish to claim exemption from the Building Regulation charges. Where the work involves an extension, please ensure that the relevant section on Page 4 is completed.

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

Print Name: .....

TO BE COMPLETED IN ALL CASES

DECLARATION

I hereby deposit a Full Plan application in accordance with the Building Regulations 2010.

I have enclosed a Cheque / Credit Card details to the value of £_____._____, to cover the plan assessment service for this application (see Notes/Charges) and undertake to pay (or to inform the appropriate individual of) the relevant

Inspection Charge of £_____._____. (Refer to Column 2 of the Fee Tables on the attached Charge Form) when invoiced at the commencement of work.

Representing (if applicable) .....

Please debit my Credit Card No. ..... Card Type .....

Issue No: ..... Valid from Date: ..... Expiry Date: .....

NB: * If paying by Credit Card we can ONLY process payments (register your application) in conjunction with the three digit security number located on the reverse of your card. Please ensure that we have a daytime telephone number, so that we can contact you in order to obtain your security card number.

If paying by cheque, please make payable to 'Birmingham City Council'.

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

Print Name: .....

PLEASE NOTE: The work concerned will probably attract an Inspection Charge. This covers the Officer's time in supervising your project through to completion and is a single payment invoiced to you once work starts on site.

GUIDANCE NOTES – PLEASE READ

APPLICATION PROCESS: WHAT HAPPENS NEXT

You will receive an acknowledgement and inspection framework in the post by return. This will provide you with your Application Number (please quote this on any future correspondence) along with the relevant contact details. Requests for Site Inspections need to be directed to this number.

BUILDING CONSULTANCY DIRECT

TELEPHONE NUMBER: (0121) 675 7006 **FAX NUMBER**: (0121) 464 8772

EMAIL ADDRESS: building.consultancy@acivico.co.uk

- A Building Surveyor will assess your application and will make every effort to ensure that a formal response is issued within three weeks of the date of receipt.

  NB: *In 2011, 99% of applications had a decision issued within fifteen days.*

- Once any queries have been resolved an Approval Notice will be issued, this needs to be retained as it is proof of our involvement in assessing your proposals.

  NB: *In 2011, 72% of new applications received either an Approval or a Conditional Approval.*

- Upon request **(minimum of 48 hours (2 working days) notice from the submission of your application)** a Building Control Surveyor will inspect the relevant stages of construction. Where a site inspection framework is applicable, it is important that you or your appointed builder/contractor adheres to it. **Unnecessary or additional requests will incur an additional charge.**

- Once the project has been completed to the Building Control Surveyor's satisfaction, this will result in the issue of a completion certificate.

ADDITIONAL NOTES

Note 1: Applications should be returned to the address quoted below.

Acivico (Building Consultancy) Ltd, PO Box 2062, 3rd Floor, 1 Lancaster Circus Queensway, Birmingham B4 7DY

Cash payments can only be accepted between 9.00 am - 5.00 pm (4.00 pm on Friday).

Credit Card payments can only be accepted between 9.00 am - 4.00 pm.

Booking a site inspection: Requests can be made between 8.00 am and 5.15 pm (Monday to Thursday), 4.15 pm (Friday). Please note next day site inspections can only be processed if received before 4.00 pm on the previous working day.

Please advise us of any cancellations as soon as possible quoting your application reference number.

Note 2: Applications will not be formally registered until the correct charge has been received.

Note 3: The 'Estimated Cost' should be the full cost of the work and must be based upon a reasonable market rate (even if undertaken on a DIY basis). VAT and any professional fees, i.e., Architect, Engineer, Land Acquisition costs may be discounted from this calculation. In addition, decorative finishes, floor coverings, fittings and items which are not subject to the Building Regulations can be excluded.

Note 4: We must protect Public funds and may use the information provided on this form to prevent and detect fraud. We may also share this information for the same purposes, with other organisations who administer Public funds.

Note 5: If you have any problems with regard to the calculation of charges or the submission process, please contact us.

Note 6: Acivico (Building Consultancy) Ltd, is a wholly owned company of Birmingham City Council. Company Registration No.: 07918763.

Visit our Website: www.acivico.co.uk/buildingconsultancy

SCALE OF CHARGES: FULL PLANS (DOMESTIC) APPLICATION

PLEASE COMPLETE THIS SECTION

(All charges include VAT at 20%).

Please tick (✓) where applicable

Payable at application stage.[1] Invoiced for once we have been requested to attend site.[2]		Plan Fee [1]	Site Fee [2]	
A.	A detached garage or habitable structure (summer house, office, gym or playroom) exceeding 30m² but not exceeding 60m² (internal metric floor area). **PLEASE NOTE:** A detached garage less than 30m² may be exempt from Building Regulations. See more comprehensive information on our website or contact us	£130.00	£270.00	☐
B.	Extension less than 5m² (internal metric floor area).	£130.00	£130.00	☐
C.	Extension less than 10m² (internal metric floor area).	£130.00	£230.00	☐
D.	Extension over 10m² but less than 40m² (internal metric floor area).	£130.00	£380.00	☐
E.	Extension over 40m² but not exceeding 60m² (internal metric floor area).	£130.00	£520.00	☐
F.	An extension that is over 60m² but less than 100m² (internal metric floor area). NB: Where an extension exceeds 100m² charges must be calculated from [**J**] below using a reasonable market rate (see Note 3). The resultant charge should not be less than the 60m²–100m² category.	£150.00	£600.00	☐
G.	A loft conversion comprising of a floor area less than 50m² or two rooms. NB: Where a loft conversion is undertaken at the same time as an extension [items C to F] item H will be applicable for the plan charge. The standard loft inspection charge (item G) will apply.	£130.00	£255.00	☐
H.	Any other alterations valued at less than £5,000.00 undertaken at the same time as an extension from one of the categories listed above.	£50.00	£Nil	☐
I.	Conversion of an existing garage into a habitable room.	£130.00	£225.00	☐
J.	Other building work to a domestic residence not included in one of the above categories.			
	a. Up to and including a value of £25,000.00	£130.00	£270.00	☐
	b. Up to and including a value of £50,000.00	£130.00	£370.00	☐
	c. Up to and including a value of £100,000.00	£150.00	£600.00	☐

PLEASE NOTE:

If your work falls into one of the above categories [**A – I**] **this must be used**. Reference to the [**J**] above should only be made where the work is outside of the scope of the set categories above.

Where more than one storey is involved the combined internal floor area can be used to calculate the fee.

Where different elements of work are shown upon the plans it may be that more than one charge is payable.

If the value of your project exceeds £100,000.00 in build costs, please contact us directly so that we can discuss your specific service requirements and arrive at a more reflective charge.