GUIDANCE NOTES - PLEASE READ

APPLICATION PROCESS: WHAT HAPPENS NEXT

Once you have provided us with your Building Notice, (and it is accepted), you will receive an acknowledgement and
inspection framework in the post by return. This will include your allocated Application Number, (please quote this
on any future dealings with us), along with the relevant Contact/Telephone Number. 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

Or alternatively use our 24 hour Ansaphone (0121) 464 9331

Or use our Online Site Inspection Booking Form at www.birmingham.gov.uk/buildingconsultancy

- 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.
- For complex projects, e.g. a loft conversion, the Surveyor may require additional details prior to confirming compliance.

ADDITIONAL NOTES

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

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

A Building Notice submission is only valid if received with the relevant fee (where applicable).

Cash payments can only be accepted between 09.00 am-5.00 pm (4.00 pm on Friday).

Credit Card payments can only be accepted between 09.00 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: The 'Estimated Cost' is 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 and fittings which are not subject to the Building Regulations can therefore be excluded.
- Note 3: A Building Notice for replacement windows is **ONLY** required where the installer is not a member of a recognised self certification scheme (FENSA). Registered installers are licensed to proceed without the need to submit a formal application to the Council.
- Note 4: This option should be used where the ONLY work being undertaken is 'notifiable electrical work' and the installer is qualified to 17th Edition standard and able to inspect and test to BS 7671. In order to speed up the issue of your completion certificate, it is advisable to supply a copy of your relevant qualifications and final inspection/test results with this notice. If your electrical contractor is unable to certify to this level then you must submit a separate 'Part P Electrical' Building Notice.
- Note 5: We must protect Public funds and may use the information you have provided on this form to prevent and detect fraud. We may also share this information for the same purposes with other organisations who handle Public funds.
- Note 6: If you experience any problems with completing this form, please contact us.
- Note 7: 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









(All	charges include VAT at 20%).	Please tick (✓) where applicable
A.	A detached garage/carport or habitable structure (summer house, office, gym or playroom) exceeding 30m² but not exceeding 60m² (internal metric floor area).	£400.00
	PLEASE NOTE : A detached garage less than 30m ² may be exempt from Building Regulations. See more comprehensive information on our website or contact us.	
B.	An extension that is less than 5m ² (internal metric floor area).	£260.00
C.	An extension that is less than 10m² (internal metric floor area).	£360.00
D.	An extension that is over 10m² but less than 40m² (internal metric floor area).	£510.00
E.	An extension that is over 40m² but not exceeding 60m² (internal metric floor area).	£650.00
F.	An extension that is over 60m² but less than 100m² (internal metric floor area).	£750.00
	NB: Where an extension exceeds 100m² charges must be calculated from [K] below using a reasonable market rate. The resultant charge should not be less than the 60m²-100m² category.	
G.	A loft conversion comprising of a floor area less than 50m² or two rooms.	£385.00
	NB: Where a loft conversion is undertaken at the same time as an extension a reduced Building Notice charge of £255.00 will be applicable.	
Н.	Conversion of an existing garage into a habitable room.	£355.00
1.	Minor works where the installer undertaking the work is not a member of a recognised self certification scheme e.g. FENSA or Part P.	£85.00
	a. Solar Panels	
	b. Replacement windows	
	c. Electrical installations	
J.	Minor building work within one of the following categories or valued up to £5,000.	£130.00
	a. Re-roofing (roof covering and insulation only)	
	b. Drainage alterations	
	c. Formation of an under stair wc or en-suite facility	
	d. Removal of a load bearing wall	
	e. Removal of one or more chimney breasts	
	f. Creation of a new structural opening (window/door)	
	NB: Where any of the above are being undertaken at the same time as a extension from one of the categories listed above a reduced charge of £50.00	£50.00
K.	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	£400.00
	b. Up to and including a value of £50,000.00	£500.00
	c. Up to and including a value of £100,000.00	£750.00

PLEASE NOTE:

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

Where more than one storey is involved the combined internal floor area should 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. .

(Issued: 2012)