



TOTAL

BUILDING CONTROL

Corporate Approved Inspectors
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BUILDING REGULATIONS APPLICATION FORM

PROJECT TITLE/DESCRIPTION

Description

Start Date: This application should be accompanied by a site location plan & relevant drawings

PROJECT LOCATION

Address

Postcode

APPLICANTS DETAILS

AGENTS DETAILS IF APPLICABLE

Name:

Name:

Address:

Address:

Tel No:

Tel No:

PERSON TO WHOM BUILDING CONTROL FEES ARE TO BE SENT

Name:

Address:

Tel No:

FEE DETAILS

ESTIMATED COST OF PROJECT

£

PLAN INSPECTION FEE

£

VAT

TOTAL

OFFICE:

SITE INSPECTION FEE

£

VAT

TOTAL

OFFICE:

Signature For Notices Only

Please sign here so that your signature can be used on the initial notice to the council. The signature will be scanned on to the document and will not be used for any other purposes.

SIGNATURE

PRINT NAME

PTO

**TO OBTAIN FEE, PLEASE TELEPHONE
Tel: 01792 457014/ Fax 01792 645418**

- 1. The plan examination fee is to be submitted with the application. The site inspection fee will be invoiced once an inspection has been made.**
- 2. If the project involves a designated building and consultation with the Fire Authority is required, two additional sets of fire safety drawings are to be provided.**
- 3. Our responsibilities as the Building Control body on the project are to ensure that the requirements of the Building Regulations 2010 are met.**

Important Notes

1. You are advised not to commence building works until we have received confirmation from the local sewer department that no sewers are affected by the development.
2. You must allow 5 working days from submission of the Initial Notice to the relevant Local Authority before commencement of work (10 working days from receipt of application to Total Building Control).
3. Please inform TBC Ltd at the various construction stages for inspection of works (See inspection notification framework attached).
4. Please inform TBC Ltd ASAP when the works are complete. A final inspection, full payment and an electrical certificate (where applicable) are required before a completion certificate will be issued.



Recommended Inspection Notification

- 1. Commencement of works**
- 2. Foundations**
- 3. Concrete in foundations**
- 4. DPC's/membranes**
- 5. Oversight/Concrete**
- 6. Drainage line and level**
- 7. Drainage testing**
- 8. Occupation**
- 9. Completion**

The above inspections are a minimum standard listed in Regulation 15 of The Building Regulations 2000. However, each project will require a differing degree of inspection and monitoring depending on the complexity of the project and the amount of site control required. The following table will highlight the necessary inspections, in particular to commercial projects.

1. Structural elements-	Agreed	Comments
Basement construction		
Foundations		
Structural frame		
Walls/cladding		
Structural floors		
Roofs		
2. Fire safety issues-		
Automatic fire detection		
Emergency lighting		
Escape signage		
Cavity barriers		
Fire sealing/stopping		
Compartmentation		
Fire doors & glazing		
Ductwork		
3. Key construction stages		
Drainage		
Membranes, moisture, gas and contamination exclusion		
Ventilation		
Commissioning		
Occupation		
Mechanical & electrical		
Completion		
Others to be agreed		