



Application Form:

Top Building Control Ltd

ToP Building Control Ltd.

Post: 20 Ashdown Close, Loughborough,
Leicestershire, LE11 4TQ.

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07803 519708.

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Building Regulations
2010

Office use only
Project Reference:
Quote Ref:
Project Manager:

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Site Address	Unit No/Name		Phone No:
	No/Street		
	Town/Location		
	County		Postcode:
Name & Address of Client	Name		Phone No:
	No/Street		
	Town/Location		
	County		Postcode:
Email address of client			
Name & Address of Agent	Name		
	No/Street		
	Town/Location		
	County		Postcode:
Telephone Number of Agent			
Email address of Agent			
In whose name should invoices be addressed and sent	Client at site address:	Invoice contact name:	
	Client at Applicant address above:		
	Agent at address above:	Phone No:	
Description of the work		Office use only Purpose group: Minor Work Yes No Consult FO Yes No	
In which Local Planning Authority area is the site?			
What is the capital value of the work?	£		
If there is new drainage, where will this discharge?	Foul:		
	Surface Water:		
Are there any local enactments applicable?	No		
	Yes, If Yes what?		

Continued....

Is there to be a new connection to a <u>public</u> sewer?	No	
	Yes – in which case, the location of the FOUL and SURFACE WATER connection(s) should be clearly shown on the site plan enclosed.	
Are you aware of a foul or surface water public sewer below or within 3 metres of the proposal?	No	
	Yes – in which case full details and position(s) should be shown on a site plan and enclosed with this application form.	
Site Plan to 1:1250 scale	Site Plan enclosed?	In the case of an extended or new building, or a new connection to a PUBLIC sewer, should be marked on the 1:1250 site plan.
	No Yes	
Additional Comments:		

Statement:

This notice is given in relation to the building work as described and is accompanied by the appropriate fee or by submitting this form, I consent to be invoiced.

I agree to ToP Building Control Ltd to pp my signature on an initial notice (required unless signed or electronic signature inserted).

Yes

No

Name:	
Signature:	
Date:	

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Application Form Guidance Notes

Please complete all data in the white cells as appropriate and delete yes or no as applicable where the indicated by the *.

Description of works, use of building & full postal address

Description of works, use of building & full postal address will be required to enable the Initial Notice/Plans Certificate to be processed and sent to the Local Authority.

Once the Initial Notice/Plans Certificate is deposited with the Local Authority they will check the details of the notice within 5 working days. If there are no objections to the format of the Initial Notice/Plans Certificate within this time frame then works can start on site.

Note: Initial Notices cannot be used for retrospective works or works which have already commenced and it is imperative that works should not be started prior to the Initial Notice being submitted to and accepted by the Local Authority.

New Buildings & Extensions

Where a building or extension is being constructed a location plan will need to be included with the notice particulars (at a scale not less than 1:1250) showing the boundaries of the site and the approximate location of any proposed connection to an existing sewer.

Note: Electrical works must be undertaken by a Competent Electrician who is registered with an Approved Part P scheme or with the ECA, NAPIT or NICEIC for example.

Sewers (generally defined as serving more than 1 property)

Where a building or extension is being constructed (within 3m of a sewer) a location plan will also be required to enable formal consultation with the statutory water authority.

Important Note: It is the responsibility of the person intending to carry out the work to carry out an investigation to determine the location of nearby sewers and furnish the Approved Inspector with this information prior to commencement of work on site.

The name and address of the person intending to carry out the work

The name and address of the person intending to carry out the work will need to appear on the Initial Notice/Plans Certificate (this is the person responsible for authorising or carrying out the works).

The name and address of the applicant or his agent (i.e. Architect) this is so all letter and technical questions can be dealt with quickly.

Local Authority Details

The name and address of the Local Authority where the proposed work is located, this ensure the correct Authority is notified, we can obtain this from the postcode if you are unsure.

Signatures

The Initial Notice is a joint application signed by both the Approved Inspector and the person intending to carry out the work.

However, the person carrying out the work can agree to the Approved Inspector signing the Initial Notice on his / her behalf providing there is prior agreement.

Commencement Date

The commencement date is important in ensuring enough time is available to process the Initial Notice.