

Persons or organisations intending to have controlled work carried out will need to complete **ALL** parts of this form, omissions will prevent acceptance and create delay. You **must** include monitored email address's for each party, pay our fees, include relevant Plans, Fire Plans, Structural Calculations and Specifications. You will be agreeing to our Terms and Conditions and relevant GDPR data authorisation. You must **not** commence controlled work on-site until you receive written approval from BCP. Registration is also available electronically through our [website](#) where you can find further guidance, referenced documents and further information.

## 1. Applicants Names & Address

All persons or organisations, intending to have controlled work carried out normally, the owners of the property and will sign the Notice of Completion.

City or Town	
County	Post Code
Phone	
Mobile	
Email	

## 2. Principal Designer Name & Address

Person(s) or organisation having the knowledge and authorisation of the Applicant and will sign the Notice of Completion. Referred to, generally as the duly authorised **Agent** within this Form and application

City or Town	
County	Post Code
Phone	
Mobile	
Email	

## 3. Site Location & Details

You must provide a post code, also an estimated Start and Completion date for the controlled work, this should be confirmed to us, in writing, when programmed, giving the required Notice Period, the Site Inspection Regime may be revised. Enter the Contract Value or Budget Cost excluding VAT and professional fees.

Site Address		
City or Town	County	Post Code
Net Contract Value £	Start Date	Completion Date

## 4. Description of Works

Include individually, all parts of a multi-work application and; 1) state the number of storeys for each, above and below ground level. 2) For more than a single storey, measure from the lowest ground level to the highest floor level and state in metres, (m), if over 18m, refer to our website, you can not apply here. Give the previous and proposed uses of each with the total number of units, plots, dwellings or flats. 3) Separately identify any installation or alteration of a flue, fuel burning appliance such as gas, oil, wood burning and the like, these will require a registered installer and commissioning certificate. 4) You should enter separately any work controlled under Part P, Electrical Safety Certificates, you must use a registered electrician, the registration number should be supplied before work commences. These additional controlled items will be excluded from your application if not stated, continue on an separate appendix, as necessary.

(1) Number of Stories, above and below ground level: ..... (2) Height of highest floor level from lowest ground level: .....  
(3) Are you applying for a fuel burning appliance, type: ..... (4) Are you applying for Part P work, registration details: .....

## 5. Fees and Payment

You should pay our fee with this form to avoid delay or within any written term agreement we have with you. Please pay by BACS to **Lloyds Bank**, Account: **02915371**, Sort: **30-94-44**, for Reference: use your (S3) **Site Post Code**. Payment liability remains with the applicants until payment is received and clears.

Fee Paid: £	Date Paid:	Payment Method:	Quote Date, if any:
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## 6. Additional Information and Anomalies

You should tell us of any relevant matter that may effect your submission, site conditions or the project in general. This should include, Public Sewers within 3m of a foundation, trees, Party Wall Act requirements (we do not control this), Radon survey results, mixed use, Regulatory RBI Classification (refer to our website) and any other like anomaly. If you have not paid our fee, in full, with this form please say for what reason. Continue on an separate appendix, as necessary.

## 7. Property Owners Names and Address

If different from (S1), the legal property owners who will be the responsible person(s) for having non-compliant work corrected in default of the contractor under the Act and will sign the Notice of Completion.

City or Town	
County	Post Code
Phone	
Mobile	
Email	

## 8. Principal Contractors Name & Address

You must tell us the details of your contractor who will sign the Notice of Completion, the person(s) carrying out the controlled work and if this changes. This forms part of our risk assessment, we reserve the right to revoke your Application based on risk at any time.

City or Town	
County	Post Code
Phone	
Mobile	
Email	

## 9. Invoice Name & Address

If different from (S1), the legally responsible persons for payment of our fee, they must also use our web Contact Form to accept this liability. We may not agree to the reallocation and may carry out credit checks. The liability for payment of our fees remains with Property Owner until we agree in writing.

City or Town	
County	Post Code
Phone	
Mobile	
Email	

## 10. Others Names & Address

All person(s) or organisations, who may have an interest in the controlled work, property or land and or may have a legal instruction.

City or Town	
County	Post Code
Phone	
Mobile	
Email	

## 11. Regulation 16c - Assessment of Commencement of Work

Regulation 16c BCAR, requires on Registration, that the Applicant makes an assessment of the Commencement of Work per part, unit or plot and provides a date or description, depending on the classification. Please provide a description of work that amounts to 15% of the proposed work described with an estimated date.

## 12. New Dwelling Optional Requirements

In the case of a new dwelling, please specify whether any of the following optional requirements have been imposed by the planning authority:

- Regulation 36(2)(b) (optional water efficiency requirement of 110 litres per person per day),
- Schedule 1 Part M optional requirement M4(2) (category 2 – accessible and adaptable dwellings),
- Schedule 1 Part M optional requirement M4(3) (category 3 - wheelchair user dwellings),
- The planning permission has not yet been granted for the work and the information required will be supplied as soon as is reasonably practicable after the permission is granted.

## 13. Signatures & Declaration

**We or I the Applicant(s) (S1), hereby** instruct you to proceed with this engagement, if signed by a duly authorised Agent (S2), the Agent undertakes to have the knowledge and authorisation of the Applicants (S1) to instruct this engagement and GDPR private data usage, on behalf of the Applicants (S1). The instruction includes, in either case. 1) The authorisation for Building Control Partnerships Ltd, (BCP), as the Building Control Approver, to sign or revise, on behalf of the Applicants, (S1), the Initial Notice and all other documents or communications. 2) That you have read and agree to BCP's Terms and Conditions of business. 3) That, under the GDPR, if you are a data subject, you give express permission for personal data to be used, stored and transmitted lawfully and in accordance with BCP's data usage policy. 4) You confirm you have read the attached Guidance Notes and reviewed BCP's website and are conversant with the Regulations. 5) All referenced documents are available on BCP's website, this agreement is in the plural, the singular applies and vice-versa, a gender shall include all other gender.

(1)	.....	.....	.....
(2)	.....	.....	.....
Applicants or Authorised Agents Signatures	Print in BLOCK Signed Names	State if Applicant or Authorised Agent	Date of Instruction

## 14. Guidance Notes | Significant Terms & Conditions Extract

### Guidance Notes

- This form can be in more than one private individuals name, (S1), all named are advised to individually sign the Declaration (S12), where they are private data subjects. This is to ensure compliance with the GDPR in protecting each private individuals data rights. If a single person signs the Declaration (S13) it is their duty to also ensure, they have, under the GDPR rules, the written authorisation of each and every named or relevant private individual to proceed and that they can pass-on that authorisation to allow BCP's data policy to be complied with.
- A duly authorised agent, (S2) can complete the form and instruct our engagement and thereafter, act for the Applicants. However, they must declare (S13) they have the knowledge and authorisation of the Applicants and Property Owners.
- It is essential that the site address (S3) is correct, if there is a street address this must include the correct property number and unit suffix. The Registration may be rejected if there is an error, causing delays and or reversion, which can not be reversed.
- The projects work description parts should be individually described, with stories, numbers of units and use before and after. Specialist approvals should be identified separately, examples are fuel burning appliances, Part P electrical safety, RBI Class and the like.
- Public Sewers under or within 3m of a foundation footprint must be located by the Applicants or their Agents and also verified by the *Map of Sewers* held by the area Water Authority and submitted to them and BCP, 21 working days before the commencement of work. Delays, costs and a Water Authority Building Over Agreement should be expected by the Applicants. It is advised that the local Water Authority be contacted and a copy of the *Map of Sewers* be requested and reviewed and their website reviewed by the Applicants and or their Agents in the design phase and or at an early stage and the advice of the Water Authority followed. BCP will not be liable for any requirements imposed by a Water Authority at any time and can not be seen as an agent of the Water Authority.
- For proposed dwellings, including flats, you are responsible to review your Planning Permission for any condition relating to unit Access and Facilities requirements. You must send with this Registration a copy of such a Planning Permission and Conditions and make reference to this in (S12), if relevant.
- You will, after Registration, receive *Engagement of Service* (EOS) documents for approval. Also possibly, a Part 2 form which will request information on specific risk factors.

- You must be sure all data is correct, this is your responsibility.
- If a person other than the named Applicants (S1) is to be liable for payment to BCP, please complete (S9). The liability for payment will not pass from the Applicants, (S1) to (S9) until we receive an email confirming acceptance of liability from (S9) and we agree this in writing with you and them. Any none payment will revert the payment liability to the Applicants.
- Do not pay our fee to any other party, contractor, employee or office of BCP, other than to, **BCP, Finance Department, The Hall, Laigate, Beverley, HU17 8HL** or by bank transfer as in (S5). If you pay a third party and they do not pay BCP or your payment does not clear into our account, you (S1) will remain liable for BCP's fee, directly.
- A fee not paid with this form creates *credit*, and may require that BCP carryout a credit check on the relevant parties. You are agreeing to such a credit check by continuing with this Registration. We reserve the right to terminate any Registration or other work done by BCP if a credit check is not favourable or a payment is not made on demand.

### Significant Terms & Conditions Extract

- If you do not wish to proceed with this Registration, use our website **Contact Form** and within 14 days of Registration, ensure you receive an acknowledgement within 3 working days. We will then cancel this Registration and revert all private data in our systems. After 14 days this Registration and Declaration forms a binding contract between BCP and the Property or Land Owners. Fees are then not refundable or if not paid, will remain as having to be paid.
  - BCP's total legal liability is limited to a maximum of a multiple of Ten times the Net Fee balance, that was paid inside terms, calculated at the time the offending work was constructed, unless agreed by formal contract.
  - A Building Control Approver is not a *Clerk of Works* or *Private Surveyor* and has a much reduced scope of responsibility. We are a statutory body, not responsible for the compliance or otherwise of the construction, this remains always with the contractor and finally with the property owners in default.
  - You must pay your fee on time and remain within terms or we may cease our professional input and revert your project to the Enforcing Authority, without notice. You must STOP work if we tell you to do so and comply with any instruction we give you.
  - The contractor (S8) must be notified to BCP on appointment and if changed and approved by BCP as part of a Risk Assessment.
  - Where Warrantees are available, an agreed provider must be engaged by the Applicants.
- We do not carry out single type warrantee inspections. The warrantee provider must undertake their own due diligence.
- Where there is a national scheme for Approved Installers or Systems, such a provider and or system must be engaged by the Applicants and certified to us.
  - Any height of a proposed or altered, *special use building or part* and similarly over 11m with sleeping accommodation (which will require sprinklers), must be notified to us directly and a Part 2A form completed. Refer to the Regulations or our website for definitions and detailed requirements.
  - Buildings over 18m, high rise buildings (HRB), which contain sleeping accommodation can not be Registered by BCP at this time.**
  - You must not commence work until we authorise you to do so, this will be after at least 8 working days from *Initial Notice* service (this is not Registration), subject to anomalies, plan and or site assessment, consultations, sewer Building Over Agreements and fee payments. You would be proceeding at your own liability and may have to open-up and revise work carried out or have it reverted.
  - You are, by continuing with Registration, confirming you agree with our Terms & Conditions and our GDPR Personal Data Policy. Depending on the complexity of the project, you may further be asked to enter into a formal contract. We can not accept, in either case, any other terms, form of contract and or variation.
  - A Director or authorised person, only, of BCP can sign documents, give approval or provide direction and make variations of the Regulations on behalf of BCP. RBI's and staff have no authority and must be within policy.
  - Registration does not infer or give approval of your project. It is for the purposes of The Building Regulations only, you are responsible for all other statutory and civil permissions and notifications. Any instruction or the like given by ourselves is not to be construed as providing an opinion or approval for any other permission. Particular attention should be made of your responsibilities connected with Planning Permission, The Party Wall Act, Building Over or within 3m of a Sewer, the Fire Authorities consultation and legislation, any Demolition Notice and the like, this is not an exhaustive listing.
  - Referenced documents are available on request, documents are in the plural, the singular applies and vice-versa, a gender shall include all other gender.
  - Ensure you familiarise yourself (all parties) with Regulation 12 and 16 (4A) and the form.

From the table, for each part or separate use of the work extrapolate the Class and Category and transfer the result to the relevant work description in (S4). Example "Kitchen Extension to a Private Dwelling" Class 2 Category A so transfer 2A Kitchen Extension.

### CLASS AND CATEGORY OF EACH PART OR USE OF THE WORK

Floor height restrictions	Class 2					Class 3		
	Floor Height* <7.5m	Floor height* <11m	Floor height* <18m	Floor height* <7.5m	Floor height* <11m	Floor height * <18m	Floor height no limits	Floor height no limits
Purpose group	Residential : dwelling houses (single occupancy)	Residential: flats and dwelling houses		All building types (including residential)			All building types excluding HRB's	HRB's
Category	A	B	C	D	E	F	G	H