Birmingham City Council

FULL PLANS APPLICATION - COMMERCIAL

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

THE BUILDING ACT 1984 - BUILDING REGULATIONS 2010

WHEN RETURNING THIS FORM. PLEASE REMEMBER TO INCLUDE THE FOLLOWING:-

1. THE RELEVANT CHARGE (see Tables 1 and 2 attached).
2. ONE COPY of plans/detail, including a SITE LOCATION PLAN where the work involves either the erection of a NEW BUILDING or an EXTENSION to an existing building.

PLEASE NOTE: A further two sets of plans detailing compliance with Part B (Fire Safety) will be required to enable us to liaise with the West Midlands Fire Service on your behalf.

PERSON OR COMPANY FOR WHOM THE WORK IS TO BE CARRIED OUT (APPLICANT).

.....

PLEASE NOTE: If an Organisation is noted above (other than a PLC or LTD) then the registered owner should be declared.

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: .....

Please indicate below if you have a 'Link' Surveyor.

☐

SITE LOCATION (IF DIFFERENT FROM ABOVE).

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..... 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 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 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: .....

Number of Storeys:-

Above ground ..... Below ground .....

Existing use of the building? .....

.....

.....

PLEASE NOTE: A Completion Certificate will automatically be issued to the applicant once the work on site has been completed to the satisfaction of the Building Control Surveyor.

TO BE COMPLETED IN ALL CASES

DECLARATION

Please find attached my Full Plan application under the Building Regulations 2010.

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

Representing (Company Name) if applicable .....

I have enclosed a Cheque / Credit Card details to the value of £_____._____ to cover the plan assessment service for this application (see Notes/Charges on Pages 2 and 3) and undertake to pay (or to inform the appropriate individual of) the relevant Inspection Charge of £_____._____. (Refer to Column 2 of Tables 1 and 2 of the attached charge form) when invoiced following commencement of work on site.

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: ..... Print Name: .....

Company Name: (if applicable) ..... Date: .....

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.

PLANNING INFORMATION	
It is the Applicants 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. .....

GUIDANCE NOTES – PLEASE READ

APPLICATION PROCESS: WHAT HAPPENS NEXT

- Your application will be acknowledged by return. This will provide you with your Application Number (please quote this on any future correspondence) and your Building Control Surveyor's contact details. Should you require a site inspection, please telephone Building Consultancy Direct.

BUILDING CONSULTANCY DIRECT
TELEPHONE NUMBER: (0121) 675 7006 / **FAX NUMBER**: (0121) 464 8772
EMAIL ADDRESS: building.consultancy@acivico.co.uk

- Our objective is to achieve compliance through solutions and your Building Control Surveyor will work with you as part of the design team in order to achieve this aim.
- A Building Control Surveyor will appraise your application and make contact with you at the earliest opportunity.
- Once live on site the Building Control Surveyor will agree a suitable inspection framework and work alongside the site team to ensure that the project is constructed in compliance with the relevant regulations. Once complete and found to be in compliance a formal completion certificate will be issued.

ADDITIONAL NOTES

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

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

Note 2: The 'Estimated Cost' should be the full cost of the work shown on the deposited plans and must be reasonable as if charged for by a person in business. 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 be excluded from the estimate if omitted from the plans. Where subject to a quotation it is beneficial to have sight of an elemental breakdown if one is available.

Note 3: Only the Plans Charge is payable at the application stage. Any Inspection Charge that is due will be invoiced separately once work commences on site.

Note 4: We must protect the 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 at www.acivico.co.uk/buildingconsultancy

SCALE OF CHARGES FULL PLANS (COMMERCIAL) SUBMISSION PLEASE COMPLETE RELEVANT SECTION

Please note: Where the value of your project exceeds £100,000 in build costs, please contact us directly so that we can discuss your specific service requirements and arrive at a more reflective charge.

Please telephone (0121) 464 0937 so that we can discuss your project in more detail and establish links with the relevant Building Control Officer on your behalf.

If your building regulation charge has been agreed as a result of a formal quotation, please indicate with a tick (✓) and ideally attach any relevant correspondence. ☐

Charges for all work (other than extensions/new dwellings below) to commercial/industrial buildings should be calculated using an estimate of costs.

TABLE 1:	**VAT INCLUDED**	
The **Plans Charge** is payable at application stage. The **Inspection Charge** will be invoiced separately once work commences on site.	**Plan Charge**	**Inspection Charge**
A. An extension or detached new build structure that is over 10m² but less than 40m² (internal metric floor area).	£200.00	£300.00 ☐
B. An extension or detached new build structure that is over 40m² but not exceeding 60m² (internal metric floor area).	£250.00	£390.00 ☐
C. An extension or detached new build structure that is over 60m² but less than 100m² (internal metric floor area). NB: Where a structure exceeds 100m² charges must be calculated from [Table 2] below using a reasonable market rate. The resultant charge should not be less than the 60m²–100m² category.	£300.00	£450.00 ☐
Building work to a commercial premises that is not included in one of the above categories:		
D. Up to and including a value of £25,000.00	£200.00	£200.00 ☐
E. Up to and including a value of £50,000.00	£250.00	£250.00 ☐
F. Up to and including a value of £100,000.00	£375.00	£375.00 ☐

TABLE 2 - ERECTION OF NEW DWELLINGS <300m²/FLATS <4 STOREYS. **VAT INCLUDED**

		Inspection Charge per number of dwellings			
	Plan Charge (£)	**No. of Dwellings**	**(£) Total Payable**	**No. of Dwellings**	**(£) Total Payable**
A dwelling or number of dwellings of the same house type.	250.00	1	452.40	11	2025.60
		2	626.40	12	2200.80
		3	795.60	13	2378.40
		4	919.20	14	2523.60
Please add for each subsequent 'house type'. NB: A left or right handed variant need not be counted as an additional 'house type'	100.00	5	1017.60	15	2698.80
		6	1143.60	16	2874.00
		7	1221.60	17	3049.20
		8	1424.40	18	3224.40
		9	1627.20	19	3360.00
		10	1849.20	20	3532.80
		Where developments of 21 or more dwellings are proposed please call us to discuss your requirements and agree a service plan and charge.			

[issued: 2012]