

Regional Building Control Limited

Application Pack Edition:

July 2022



'committed to quality & excellence'

M25 Business Centre
121 Brooker Road
Waltham Abbey
Essex
EN9 1JH

Tel: 01992 653900

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Email: initialnotices@rbcltd.co.uk

Company Registration No. 3376567

General Information

The following Information is required by Regional Building Control Limited to initiate a Building Regulation Application:

1. Initial Notice

- a) Please complete and sign the enclosed Initial Notice and Project Information Sheet.
- b) The Initial Notice will be sent to the Local Authority to inform them that RBC will be acting as the Approved Inspector for your project. The Local Authority has a statutory period of 5 working days within which to accept or reject the Initial Notice. During this time, works should not commence on site.
- c) Please do not list any drawings, specifications, etc. that you enclose with the application. RBC will complete the remainder of this form.

2. Plans

Please forward to us, with the Initial Notice, copies of the following drawings;
(Plans can be sent via email and the preferred method is PDF format)

- a) Location plan to a scale of not less than 1:1250, showing the boundaries and location of the site. This is required when the work is a new building or an extension.
- b) Drainage plan(s) where appropriate, showing the general proposals for discharging foul and surface water drainage, including the location of public sewer, cesspits, septic tanks or waste water system.
- c) "As existing" plan(s) showing the premises as existing.
- d) Means of escape plan(s) showing the general proposals for means of escape in case of fire. Copies of these will be sent to the Fire Authority as part of the consultation process. In the case of works relating to only a part of a floor, please show the full means of escape route from that part of the floor up to and including any lobbies and staircases.

Note: If sending hard copy drawings, please send two copies of each drawing.

3. Regulatory Reform (Fire Safety) Order 2005

RBC will consult the Fire Authority on all applications relating to buildings or parts of buildings, which is or will be classified as a building to which The Regulatory Reform (Fire Safety) Order 2005 applies.

You should, however, note that irrespective of our consultation with the Fire Authority under the Building Regulations, if The Regulatory Reform (Fire Safety) Order 2005 applies to the premises then during the proposed works and following completion, the premises' Fire Risk Assessment will require review. The responsibility for complying with The Regulatory Reform (Fire Safety) Order 2005 rests with the "Responsible Person". In a work place this is the employer and any other person who may have control over any part of the premises, eg. manager or owner. In other premises, the person or people in control of the premises will be responsible.

INITIAL NOTICE

This Notice is given under Section 47 of the Building Act 1984 (“the Act”), The Building (Approved Inspectors, etc) Regulations 2010 (“the 2010 Regulations”)

To (Name and address of Local Authority where work is to be carried out)

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1. This Notice relates to the following work

Description of Work:	
Address of site:	
Use of the building to which the work relates	

2. The Approved Inspector in relation to this work is:

Regional Building Control Ltd. (“RBC”), M25 Business Centre, 121 Brooker Road, Waltham Abbey, Essex EN9 1JH

3. The person intending to carry out the work is:

(ie the person who occupies or owns the building where the work is taking place)

Name and Address	
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4. The work does / does not* concern a new dwelling. *delete as appropriate

5. With this notice are the following documents, which are those relevant to the work described in this notice:

- (a) In the case of a new extension or erection of a new building, a plan to a scale of not less than 1:1250 showing the boundaries and location of the site.
- (b) Where the work includes the construction of a new drain or private sewer a plan showing the following;
 - (i) The location of any proposed connection to be made to a public sewer or
 - (ii) If no connection is to be made to a public sewer, the proposals for the discharge of the proposed drain to a private sewer including the location of any septic tank, associated secondary treatment system or to any wastewater treatment system or cesspool:
- (c) the case of a new dwelling —

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- (i) A statement whether or not one or more, and if so which, of the following optional requirements in the Building Regulations 2010 applies to the building work
 - * (aa) regulation 36(2)(b) (optional water efficiency requirement of 110 litres per person per day),
 - * (bb) Schedule 1 Part M optional requirement M4(2) (category 2 - accessible and adaptable dwellings),
 - * (cc) Schedule 1 Part M optional requirement M4(3) (category 3 – wheelchair user dwellings)
 - (ii) * statement that planning permission has not yet been granted for the work, and that the information required by subparagraph (c)(i) will be supplied as soon as is reasonably practicable after that permission is granted
 - **delete as appropriate*
6. The work described is / is not* minor work. **delete as appropriate*
 7. RBC as Corporate Approved Inspector declares that it does not and will not while this notice is in force, have any financial or professional interest in the works described.
 8. RBC will be obliged to consult the fire and rescue authority where required under regulation 12 of the Regulations.
 9. RBC undertakes, where applicable, to consult the fire and rescue authority before giving a plans certificate in accordance with section 50 of the Act or a final certificate in accordance with section 51 of the Act in respect of any of the work described above.
 10. RBC will be obliged to consult the sewerage undertaker where required under regulation 13 of the Regulations.
 11. RBC undertakes, where applicable, to consult the sewerage undertaker before giving a plans certificate in accordance with section 50 of the Act or a final certificate in accordance with section 51 of the act in respect of any of the work described above.
 12. RBC is aware of the obligations laid upon it by Part 2 of the Act and by regulation 8 of the Regulations.
 13. RBC is a Corporate Approved Inspector for the purposes of Part 2 of the Act in respect of the work described in this notice.
 14. Copies of the notice of approval and of a declaration of insurance relevant to the work described in this notice are on the register kept by the body designated under regulation 3 of the Regulations.

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Signed by the person authorising or intending to carry out the work or on their behalf. RBC confirm that where this Initial Notice is signed on behalf of the person carrying out the work, written permission has been given and recorded

Signature	Print Name
	Date

Signed for and on behalf of Regional Building Control Ltd, Corporate Approved Inspector

Signature	Print Name
	Date

Local Authority Information:

Please quote RBC Reference:
On all correspondence and send to:

Regional Building Control Ltd
M25 Business Centre
121 Brooker Road
Waltham Abbey
Essex
EN9 1JH

For RBC use only

Date Sent to Local Authority:	
Sent by:	
Authorised by:	
File Reference:	

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Fee Quote Ref	BCO	Site
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[] I have read and agree the Terms and Conditions and can confirm that no RBC personnel has any financial or professional interest in the work described – please tick the box

Project Information Sheet

General Data Protection Regulations (GDPR)

Any information you provide as part of your Building Control Application will be held securely on our electronic system. The only personal data we will hold is your name, address, telephone number(s) and email address. We will hold this information to communicate, only in connection with this application, with you (or your nominees, if any) and the relevant statutory bodies such as Local Authority, Fire Authority and Waste Water undertakers.

We are required to keep this information for a period of at least 15 years after the completion on the work described in your application.

By submitting your application to us you agree to our holding the information as described above.

Please complete this form in full as instruction to RBC to carry out the Building Control function as a Corporate Approved Inspector as designated under the Building Act 1984 and the Building (Approved Inspectors etc.) Regulations 2010. The completed form and associated plans should be returned to:

Regional Building Control Ltd, M25 Business Centre, 121 Brooker Road, Waltham Abbey, Essex EN9 1JH

Project Details			
Description of Work:			
Address of site:			
Anticipated start date & duration:			
Estimated Cost of the works:	Approximately £	RBC Fee Agreed £	+ VAT
Client Details			
Name:			
Address:			
Contact details:			
Email:			
Agent's Details			
Name:			
Address:			

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Contact details		
Email:		
Contractor's Details (where known)		
Name:		
Address:		
Mobile number / Email:		
Correspondence		
To be sent to:		
Copies to:		
Correspondence by:	Email:	YES / NO
Invoice		
Please indicate to whom the Building Control fees should be invoiced:	Name:	
	Address:	
	Email Address:	
	Telephone Number:	
Planning Conditions	FOR NEW DWELLINGS: Are the following planning conditions relevant	
Part G - Water usage	Requirement to limit water use to 110 litres per person	YES / NO
Part M4(2) - Accessible & Adaptable	Requirement for Accessible / Adaptable dwellings	YES / NO
Part M4(3) - Wheelchair Accessible	Requirement for Wheelchair Accessible dwellings	YES / NO
	Are Wheelchair Accessible dwellings required at completion	YES / NO
Signature	Print Name	Date

**Should you require any help or advice completing this form please contact us on
01992 653900**