

PROJECT APPLICATION FORM FOR COMMERCIAL BUILDING WORK

1. What is the postal address of the site:

----- Postcode: -----

2. Brief description of the building work (max 25 words):

----- what floor(s) is the work on - -----

3. Existing use of the building (ie domestic, retail, warehouse etc):

Proposed use of the building: -----

4. Total number of floors to the whole building above GF -
 below GF -

5. Project Details

Anticipated start date ----- Site Duration: -----

Estimated Cost of the works: £ -----

Agreed Fee £ ----- +VAT PO Number: -----

6. APPLICANTS DETAILS e.g. Architect, Designer, Developer

Contact: ----- Tel: -----

Company: ----- Mob: -----

Address: -----

Postcode ----- Email: -----

7. OCCUPIER/OWNER/CLIENT for the Building Work [stated in point 2 as above]

Contact: ----- Tel: -----

Company: ----- Mob: -----

Address: -----

Postcode ----- Email: -----

8. Please indicate to whom Integral BCS should INVOICE (if not Applicant):

Contact: ----- Tel: -----

Company: ----- Mob: -----

Address: -----

Postcode ----- Email: -----

9. CORRESPONDENCE

Original to Applicant or other:

Name: ----- Tel: -----

Company: ----- Mob: -----

Email: -----

Copies to

Name: ----- Email: -----

10.SITE CONTACT (Builder/Main Contractor)

Contact: _____ Tel: _____
Company: _____ Mob: _____
Email: _____

11.If the works consists of a new building or an extension to an existing building then a location/block plan is required indicating the location of the new work. Has a location/block plan been provided? **YES NO N/A**

12.DRAINAGE

a. The proposed work **will / will not** involve the creation of a foul or surface water below ground drain that served more than one property.

The location of the new drain is _____

b. Will there be an external below ground connection to the existing foul or surface water drains **YES NO N/A**

c. The proposed work **will / will not** involve the creation of a **new septic tank / secondary treatment / wastewater treatment / cess pool**

d. Will an existing public sewer need to be diverted? **YES NO N/A**

13.Is this the first fitout of a new building? **YES NO N/A**

14.Does the existing building have sprinklers? **YES NO N/A**

15.Does the existing building have smoke detection? **YES NO N/A**

16.Is fire resistance provided to dead-end corridors **YES NO N/A**

17.Are stairs enclosed with 30 minutes fire resistance? **YES NO N/A**

18.Is there new space or water heating plant? **YES NO N/A**

19.Is the main entrance accessible for wheelchairs? **YES NO N/A**

20.Has ventilation been included to all new accommodation? **YES NO N/A**

21.I agree that Integral BC Solutions Ltd can sign the Initial Notice and any other Notices on my behalf.

Integral BC Solution will serve the Initial Notice on the Local Authority once we have received the required information. Building work should not commence until the notice has been accepted
this may take up to 5 days following submission

The limits to Integral BCS Ltd's liabilities is set to no more than the Estimated Cost of Works sum as above or the limitations set by our Insurers – whichever is the lesser.

Returning the completed application forms should be considered as an agreement to enter into a contract with Integral BCS Ltd and an agreement to our terms and conditions which can be found at
<http://integralbcs.co.uk/building-control-services/terms-and-conditions>

To be signed by the client to confirm appointment as your Building Control Body

Signature: _____ Name:_____ Date: _____