

# Building Control Application Form

## Project Details

Site Address:

Street  
Town  
County  
Post Code

Description of work: (The wording will appear on legal documents)

Cost of works:

£

## Applicant Details

Address:

Street  
Town  
County  
Post Code

Name:

Email:

Tel:

## Agent Details

Address:

Street  
Town  
County  
Post Code

Name:

Email:

Tel:

## Invoicing

Applicant

Agent

Other:

## Project Information

Name of local authority.

Has Planning Permission been granted?

Yes

No

Are there any local enactments applicable?

Yes

No

*If yes please detail*

If new draining where will this discharge?

Foul

Surface

Other:

Is a new connection to a public sewer planned?

Yes

No

*If yes 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? Yes No  
*If yes full details and position(s) should be shown on a site plan and enclosed with this application form.*

Please confirm that all fixed building services will be installed and tested by persons registered with a relevant competent persons scheme Yes No

Are there any Optional Requirements applicable to the work? Yes No

*If yes which:*

*Please also provide full details clearly marked on the site plan.* M4(2) M4(3) G2 Water efficiency

In order to progress your application, we will require the following construction drawings:

*Please select those that have been enclosed*

Existing and Proposed floor plans

Existing and Proposed elevations

Site Layout

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.

## Agreement to Terms:

By submitting this form you are in agreement that we may sign the initial notice on your behalf which will ensure we can lodge the notice at the earliest convenience. If you have any questions please call 02890 992 303

I confirm that the works described in this application have not commenced on site.

Subject to our quote being accepted, please confirm that the works described within the application form will not commence on site within the 5 working days of the notice being served.

I confirm that the information provided in this application form is true and correct.

## Permission Statement:

I confirm that the person intending to carry out the work (Client / Owner) has given permission for ICW Building Control Ltd to undertake the Building Control covered by this notice.

I agree to ICW Building Control Ltd signing this Initial Notice on their behalf.

I confirm that the above Permission Statement is true.

Name:

Signature:

Date:

Confirm I am the:

In completing and signing this application form you agree to abide by the Terms and Conditions of ICW Building Controls Ltd.

**Please return your completed application and supplementary documents to**  
**[support@icwbuildingcontrol.co.uk](mailto:support@icwbuildingcontrol.co.uk)**

---

## Application Form Guidance Notes

### 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 timeframe then works can commence 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.

### Competent Persons Scheme

ICW Building Control excludes works covered under the Competent Persons Schemes from our Initial Notice and those works must be certified by the Installer. Electrical Safety & Gas Safety Works - all notifiable works including electrical installations and gas appliances (boilers, cookers, gas fires etc) must be carried out by a member of a Competent Persons Scheme (NICEIC, ELECSA etc for electrical work and GAS SAFE for gas works). More details can be found at the competent person's website: [www.competentperson.co.uk](http://www.competentperson.co.uk).

### 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 (Applicant)

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 is to 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.