



**COMPLETING THIS APPLICATION**

**Important Note**

**Adobe Reader** – Please use Adobe Reader to complete this application. Please tick the box at the bottom of the second page to electronically sign.

Please do not use Adobe EchoSign or the Sign button within the Adobe Reader menu. Using these features can create a delay processing your application.

**Submitting an Application**

You can submit your application Electronically or by Post.

**Electronically** - Save our application form to your computer before completing it. Complete, save it again, then email back with your plans.

**By Post** - Complete our application form and return to:

Ask Building Control, Evans Business Centre, Hartwith Way, Harrogate, HG3 2XA, together with the agreed plans and payment.

**Payment -**

To make a Bank Transfer Payment, please contact us for our details.

Cheques should be made payable to Ask Building Control Ltd.

Ref: Your Invoice Number, property address or customer number.

**Please proceed to the next page to begin your application.**



Evans Business Centre,  
Hartwith Way,  
Harrogate, HG3 2XA

<b>APPLICANTS Details</b> Name Address  Post Code Phone No Email	
<b>AGENTS Details</b> Name Address  Post Code Phone No Email	

<b>Description of Work</b> (THE WORK)	
<b>Site Address</b> Including Post Code	
<b>Site Location Plan</b>	Attach a site location plan <b>1:1250 scale</b> , if available.
<b>Local Council</b> - name of the Local Authority at the site location.	

<b>Drainage</b> - Does the work involve any new drainage.	No <input type="checkbox"/>	Yes <input type="checkbox"/>
<b>Plans Certificate</b> - See GUIDANCE NOTES overleaf for information.	No <input type="checkbox"/>	Yes <input type="checkbox"/>
<b>Extension of Time</b> - See GUIDANCE NOTES overleaf for information.	No <input type="checkbox"/>	Yes <input type="checkbox"/>

<b>Estimated cost</b> - confirm the approx estimated cost of the project.	£
<b>Fee</b> - Confirm the agreed total fee for Building Control Services.	£ (including VAT)
<b>Invoicing</b> - In whose name and address should our <b>invoice</b> be sent, please tick the appropriate box. <i>(1/3rd of the fee to be paid on application and 2/3rds upon commencement of the work, unless the total fee under £300, then the full amount is payable on application)</i>	<input type="checkbox"/> Applicant at applicant address <input type="checkbox"/> Applicant at site address <input type="checkbox"/> Agent at agent address

Print Name, Sign & Date	(By signing this form you are confirming that you <b>agree to the GUIDANCE NOTES</b> overleaf.)
Electronic Submissions	Tick this box in lieu of signing above... <input type="checkbox"/> (By ticking the box you are confirming that you <b>agree to the GUIDANCE NOTES</b> overleaf.)





Evans Business Centre,  
Hartwith Way,  
Harrogate, HG3 2XA

**HOW TO SUBMIT**

- **Online –** [www.askbuildingcontrol.co.uk](http://www.askbuildingcontrol.co.uk)
- **Email –** [info@askbuildingcontrol.co.uk](mailto:info@askbuildingcontrol.co.uk)
- **By post –** **Ask Building Control Ltd, Evans Business Centre, Hartwith Way, Harrogate, HG3 2XA.**
- **Payment –** Cheques should be made payable to “Ask Building Control Ltd”, or Bank Transfer details available on request.

**GUIDANCE NOTES...**

**ASK** = Ask Building Control Ltd.

**APPLICANT** = usually the land / property owner who is having the work carried out.

**AGENT** = usually the Architect / Developer who is acting on behalf of the Applicant, and with the agreement of the Applicant.

**THE WORK** = the work associated with the “Description of Work” identified on this Application Form.

**PLANS CERTIFICATE** = answer "Yes" if detailed Architects drawings are available. Answer "No" if the information is limited and ASK will treat as a “Building Notice”, resulting in more emphasis on the site process.

**EXTENSION OF TIME** = recommend that you tick "Y" on this Application Form to confirm your agreement for ASK to notify the Local Authority of an extension of time. One may be required where an Initial Notice ceases to be in force/lapses under Regulation 17 of the Building (Approved Inspectors etc.) Regulations 2010. Also see NOTES below.

**OCCUPIED** = When the area associated with the work is occupied prior to completion.

- **This Application Form should be submitted to ASK prior to commencement of THE WORK.**
- I hereby confirm the **APPLICANT’S** agreement for **ASK** to sign the Initial Notice on his/her behalf, as required by the Building Act 1984. A copy of the signed Initial Notice will be forwarded to the **APPLICANT**.
- The **APPLICANT** will determine the position of drainage and service pipes (Sewers/Gas/Electric etc) and should consult the Sewerage Undertaker & Utility Companies about the position of sewers and services, prior to commencement of **THE WORK**.
- Whether or not **The WORK** does/does not require Planning Permission is the responsibility of the **APPLICANT**.
- **ASK** is engaged to apply reasonable interpretation of the Building Regulations 2010.
- **ASK** is not engaged in a design capacity, or to manage contractors. Note:- the Building Control process does not provide quality control of the building work.
- Inform **ASK** if the Regulatory Reform (Fire Safety) Order 2005 (RRO) applies to the “site address”. The RRO applies to all buildings EXCEPT single family dwelling houses and extensions / alterations to these.
- Inform **ASK** if on practical completion, the site address will have no mains water supply.
- Inform **ASK** if the electrical work will NOT be carried out by an installer registered with a Competent Person Scheme. See [www.gov.uk/topic/planning-development/building-regulations](http://www.gov.uk/topic/planning-development/building-regulations)
- The **APPLICANT/AGENT** agree to pay the invoice(s) for the services of **ASK** and have identified on this completed Application Form who is responsible to pay the invoice(s) for the services of **ASK**.
- In most cases, the Building Control fees for the services of **ASK** are payable in two instalments. The Application fee will be payable upon submission of the completed Application Form and the Inspections fee payable once **THE WORK** has commenced on site. The Inspections fee covers inspections required until satisfactory completion of **THE WORK**.
- If the total fee is not received prior to completion of **THE WORK** on site, the Final Certificate will not be issued. Non-payment may result in **ASK** issuing a Cancellation Notice.
- **ASK** may charge for amending **THE WORK** identified on the completed Application Form, if it requires **ASK** to issue an Amendment Notice to the Local Authority which may also result in additional duties and site inspections.
- The **APPLICANT** will inform **ASK** when **THE WORK** is **OCCUPIED**. Sometimes **THE WORK** is **OCCUPIED** before completion! Failure to inform **ASK** that **THE WORK** is **OCCUPIED** may result in **ASK** having to notify the Council of an **EXTENSION OF TIME**.
- The **APPLICANT** will arrange for **ASK** to receive regular progress updates during **THE WORK** through to completion. Failure to inform **ASK** of regular progress updates may also result in **ASK** having to notify the Council of an **EXTENSION OF TIME**.
- **ASK** does not control work carried out under the Gas Safety Regulations.
- **ASK** does not control any work carried out by an installer registered with a Competent Person Scheme. See [www.gov.uk/topic/planning-development/building-regulations](http://www.gov.uk/topic/planning-development/building-regulations)

