

**Chartered Building
Control Surveyors**

Approved Inspectors



APPLICATION FORM

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

Submitting an Application

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

Payment - **We will send you an invoice for the agreed amount**

- **BACS** - account details on invoice or on request
- **Card Payment** - taken over the phone 01423 813585, Mon - Fri 9am - 4pm
- **Cheque** - payable to *Ask Building Control Ltd* - please quote invoice number/reference or property address on reverse.

Please proceed to the next page to begin your application.

Important Note – Please use Adobe Reader to complete this application. 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.



Registered office – 2 Mount Parade Harrogate HG1 1BX
Company Reg No. 8025036



Approved Inspectors

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 on behalf of the Applicant, with the agreement of the Applicant.

RESPONSIBLE PERSON = The person carrying out the work (often the property owner) is ultimately responsible for this process, even if they choose to employ others (eg a builder/contractor) to act on their behalf.

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

PLANS CERTIFICATE = **ASK** will plan-check Architects drawings and issue a Plans Certificate if possible. Otherwise limited plans / information will result in more reliance on the knowledge of the site operatives.

EXTENSION OF TIME = **ASK** may notify the Local Authority of an extension of time. This may be required where an Initial Notice ceases to be in force/lapses under Regulation 17 of the Building (Approved Inspectors etc.) Regulations 2010. Eg, when a new dwelling is occupied prior to completion.

NEW DWELLING = Created as complete new build or a *change of use* of an existing building.

TERMS & CONDITIONS

- **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**.
- **ASK** is engaged to apply reasonable interpretation of The Building Act 1984 & The Building Regulations 2010.
- It is not part of **ASK's** service to provide to you confirmation of the location of drainage and service pipes prior to you commencing work on site. **ASK** strongly advise you to determine the position of drainage and service pipes (Sewers/Gas/Electric etc) with the person carrying out the work and to consult with Sewerage Undertaker/Utility Companies to confirm the position of any sewers and services prior to commencement. Work started without this knowledge is done so at your own risk.
- Whether or not **The WORK** requires Planning Permission is not the responsibility of **ASK**.
- **NEW DWELLING** - inform **ASK** if *Optional Requirements* apply to **The WORK** due to a condition of the Planning Permission.
- **NEW DWELLING** - energy calculations should be provided to **ASK** early in the application process.
- **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.
- The **APPLICANT** should know their responsibilities regarding the Regulatory Reform (Fire Safety) Order 2005 (RRO).
- Inform **ASK** if on practical completion, the *Site Address* will have no mains water supply.
- **ASK** does not control work carried out under the Gas Safety Regulations.
- **ASK** does not control work carried out by an installer registered with a Competent Person Scheme. Inform **ASK** if the electrical work will NOT be carried out by a registered installer. See www.gov.uk/topic/planning-development/building-regulations
- The **APPLICANT/AGENT** agree to pay the invoice(s) for the services of **ASK** and identify on this Application Form who is paying.
- **ASK** may charge for amending **THE WORK** identified on the completed Application Form, if this results in additional duties/responsibility.
- **ASK** may review previously agreed charges, if the scope of **THE WORK** changes or **THE WORK** is completed in phases.
- The Final Certificate will not be issued until the total fee has been received. Non-payment of an invoice may result in **ASK** issuing a Cancellation Notice resulting in the Local Authority providing Building Control services, at a cost to the **APPLICANT**.
- The **APPLICANT** will arrange for **ASK** to receive regular progress updates during **THE WORK**, 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** and/or issue a Cancellation Notice. The latter will result in the Local Authority providing Building Control services, at a cost to the **APPLICANT**.
- The **APPLICANT** to take reasonable steps to complete the works and provide the necessary documentation so a Building Regulation Final Certificate can be issued, otherwise a Cancellation Notice may be issued resulting in the Local Authority providing Building Control services, at a cost to the **APPLICANT**.
- The **APPLICANT** will inform **ASK** when **THE WORK** is occupied and/or complete.





Approved Inspectors

Applicants Details Name Address Post Code Phone No Email - <i>required</i>	
Agents Details (if applicable) Name Address Post Code Phone No Email -	

Description of Work - <i>required</i>	
Site Address Including postcode (<i>Attach a site location plan, if available</i>)	
Main Contractor's details - if known	
Local Council - Name of the Local Authority at the site location.	
Planning Permission - reference if known (<i>req'd for a new dwelling</i>).	

Plans Certificate - We will issue a Plans Certificate if we have enough information - see Notes and T&C's.

Fee - Confirm the agreed total fee for Building Control Services. <i>If the total fee is under £500, the full amount is due on application otherwise 1/3rd of the fee to be paid on application and 2/3rds upon commencement of the work.</i>	£ <input type="text"/> including VAT
Invoicing - Please tick the appropriate box for invoicing requirements.	<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 <small>(By signing or ticking the box below you are confirming that you agree to the Guidance Notes and T&C's attached.)</small>	
Electronic Submissions	Tick this box in lieu of signing above.

