

# LOCAL AUTHORITY BUILDING CONTROL PARTNERSHIP APPLICATION

The Building Act 1984 and The Building Regulations 2010 (as amended)

If you need any help with preparing your application, please read the notes with this form or contact the Building Control Office at Solihull



Building Regulation Application No

BUILDING CONTROL  
PLANNING SERVICES  
PO Box 11652, Central Library, Homer Road, Solihull B91 9YA  
Tel: 0121-704 8008 Fax -704 8372  
[Email: buildingcontrol@solihull.gov.uk](mailto:buildingcontrol@solihull.gov.uk)

(Office use only)

Please type or use block capitals

<b>1. Applicant's details to be completed in Full (see note 1)</b> Name:..... Address:..... ..... Post code: ..... Tel:..... E-mail: .....	<b>2. Agent's details (if applicable)</b> Name: ..... Address: ..... ..... Post code: ..... Tel:..... E-mail: .....
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<b>3. Address/Location of building to which work relates</b>
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<b>4. Description of Proposed work</b>  No of storeys
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<b>5. (a) If new building or extension please state proposed use</b>	
<b>(b) If existing building state present use</b>	

<b>6. Conditions</b> Do you consent to the plans being passed subject to conditions where appropriate?	<input type="checkbox"/> YES
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<b>7. Extension of Time</b> Do you agree to an extension of time if it is needed to determine the plans?	<input type="checkbox"/> YES
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<b>8. Domestic electrical work</b> (to be completed for all domestic applications that include electrical work) Will a competent electrician who is registered with a Part P (Electrical Safety) Competent Persons Scheme carry out the electrical installation work? If the answer to this question is no, then please refer to notes overleaf.	<input type="checkbox"/> YES
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<b>9. Completion Certificate</b> Do you require a completion certificate following satisfactory completion of the building work?	<input type="checkbox"/> YES
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<b>10. Plan fee: £</b> Where charges are based on estimated cost of the work, a written estimate should be provided. <b>Estimated cost of work: £</b>
<b>11. Statement</b> This notice is given in relation to the building work described above and Regulation 11 (1)(B) and is accompanied by the appropriate fee. The applicant is aware that an inspection fee is payable after commencement of work .

Please note that this is not a planning application. If planning permission is required for the proposed work, a separate application must be made. Information on the need for planning permission can be found on the Council's web site at [www.solihull.gov.uk/planning](http://www.solihull.gov.uk/planning). Alternatively, please call our Contact Centre on telephone No 0121 704 8008.

Name:	Signature:	Date
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<b>12. The Regulatory Reform (Fire Safety Order)</b> Is the building one to which the RR(FS)O 2005 applies (details can be found at <a href="http://www.communities.gov.uk/publications/fire/regulatoryreformfire">http://www.communities.gov.uk/publications/fire/regulatoryreformfire</a> )?	<input type="checkbox"/> YES
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<b>13. Exemption from charges declaration</b> Is the proposed work exempt from building regulation charges? If yes, please complete the statement below.	<input type="checkbox"/> YES
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I hereby certify that the work in question:

- (a) is solely for the purpose of providing means of access to enable disabled persons to get into an existing building and to any part of it, or for providing facilities designed to secure their greater health, welfare or convenience, and
- (b) is to be carried out in relation to:
  - i. an existing building to which members of the public are admitted (whether by payment or otherwise), or
  - ii. an existing dwelling which is, or is intended to be, occupied by a disabled person.

Name:	Signature:	Date:
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**Notes relating to domestic electrical work**

The Council require that you provide certification of the satisfactory testing and inspection of electrical installation work not carried out by a person registered with a Part P (Electrical Safety) Competent Persons Scheme. If anyone other than a Part P registered electrician undertakes the electrical work, then an additional fee is payable to the Council to cover the cost of checking the electrical installation work.

Any electrical installation carried out by someone who is not registered with a Competent Persons Scheme (NICEIC or ECA) may have to be tested and inspected by the Council. For very minor work, we may accept evidence of the qualification and experience as proof of competence of the person to safely undertake the work

**(THIS MUST BE COMPLETED IN FULL) INSPECTION FEE INVOICE TO BE DIRECTED TO:**

**Title:** Mr/Mrs/Miss/Other..... **Forename:**.....**Surname:**.....  
**Address:**.....

**THERE WILL BE AN ADMINISTRATION CHARGE FOR ANY RE-DIRECTION OF INVOICES IN ACCORDANCE WITH THE COUNCILS PUBLISHED SCALE OF FEES**

**Payment**

Credit/Debit card payments can be made over the telephone (0121 704 8008). Cheques should be made payable to SMBC and crossed A/C payee. You can make payment (including cash) at any of the following Solihull Connect Walk-in Centers:

- Solihull Connect, Ground Floor, Library Square, Solihull, West Midlands, B91 3RG
- Solihull Connect at Shirley Police Station, 285 Stratford Road, Shirley, Solihull, West Midlands, B90 3AR
- Solihull Connect at The Bluebell Centre, Ground Floor West Mall, Chelmsley Wood, Solihull, B37 5TN

Solihull Connect at Balsall Common Library, 283 Kenilworth Road, Balsall Common, West Midlands, CV7 7EL. (Thursdays 10am - 2pm only)

Invoicing of fees against a purchase order can be arranged by agreement. Solihull MBC may agree to payment by instalment in respect of all building work where the total charge exceeds £500.