

**Build Insight Ltd is a Registered Building Control Approver authorised by the Building Safety Regulator to provide Building Control services within England and Wales. Registration details can be found [here](#).**

## 1 Client and Duty Holders

### Applicant Information

First Name \_\_\_\_\_ Last Name \_\_\_\_\_  
Phone No. \_\_\_\_\_ Email \_\_\_\_\_  
Address \_\_\_\_\_  
Postal Code \_\_\_\_\_

**Please specify your role in relation to the proposed project:**

- Client  Principal Contractor  
 Principal Designer  Other: \_\_\_\_\_

The Building Regulations etc. (Amendment) (England) Regulations 2023, Part 2A places new responsibilities on Clients and identifying Duty holders and competency requirements. The following information must be supplied before an Initial Notice can be submitted. If any of these appointments change, Build Insight must be notified immediately. Change of dutyholder forms can be requested when required. **Additional contact information for dutyholders must be provided in the section below.**

### Client / Domestic Client

First Name \_\_\_\_\_ Last Name \_\_\_\_\_  
Phone No. \_\_\_\_\_ Email \_\_\_\_\_  
Address \_\_\_\_\_  
Postal Code \_\_\_\_\_

### Principal Designer

First Name \_\_\_\_\_ Last Name \_\_\_\_\_  
Phone No. \_\_\_\_\_ Email \_\_\_\_\_  
Address \_\_\_\_\_  
Postal Code \_\_\_\_\_

### Principal Contractor

First Name \_\_\_\_\_ Last Name \_\_\_\_\_  
Phone No. \_\_\_\_\_ Email \_\_\_\_\_  
Address \_\_\_\_\_  
\_\_\_\_\_ Postal Code \_\_\_\_\_

Please confirm to whom invoices should be addressed:

- Client  Principal Contractor  
 Principal Designer  Other: \_\_\_\_\_

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## 2 Project Information

The site address is the same as the applicant address above

Site Address \_\_\_\_\_

Local Authority \_\_\_\_\_ Postal Code \_\_\_\_\_

### Description of Works

*Please ensure the description is correct as this will be used in the production of legal documents as part of the building control process (Initial Notice, Final Certificate etc)*

### 3 Building use and key characteristics

Please indicate the proposed use of the building(s). Tick all that apply to the project

- |  |   |
|--|---|
| <input type="checkbox"/> Dwelling Flat               | <input type="checkbox"/> Shop or Commercial Premises      |
| <input type="checkbox"/> Dwelling House              | <input type="checkbox"/> Assembly or Recreation           |
| <input type="checkbox"/> Residential (Institutional) | <input type="checkbox"/> Industrial                       |
| <input type="checkbox"/> Residential (Other)         | <input type="checkbox"/> Storage or other non-Residential |
| <input type="checkbox"/> Office                      | <input type="checkbox"/> Other: _____                     |

Height of the top Storey: \_\_\_\_\_ No. of basement storeys: \_\_\_\_\_ No. of Storeys: \_\_\_\_\_

*Buildings over 18m or 7 storey and containing 2 or more residential units are defined as a 'Higher Risk Building' and applications for building control must be made to the Building Safety Regulator.*

Does this project concern the creation of a new dwelling (s) Yes:  No:

**Please ensure that all sections are completed.** Failure to provide the information will delay the serving of the Initial Notice to the Local Authority.

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### 4 Sewer connection information

**Where the proposed work includes the erection or extension of a building please answer the following questions:**

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.*

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 submitted site plan to a scale of not less than 1:1250.*

Where new foul drainage is to be provided which discharges via another method (ie no sewer) please confirm the type of system:

Water treatment  Septic tank and secondary treatment  Cesspool

*Position(s) of private drain and treatment system should be shown on a site plan and enclosed with this application form.*

## 5 Planning Application Information

Has planning permission been granted? Yes  No  N/A

Planning Reference Number: \_\_\_\_\_

Are any local enactments applicable to the work? Yes  No

If yes please detail: \_\_\_\_\_

## 6 Optional Requirements

**Applicable only where new dwellings are created** (*erected or by material change of use*)

Are any of the following optional requirement applicable to the project?

- M4(2)- accessible and adaptable dwellings
- M4(3) – wheelchair user dwellings

Please also provide full details clearly marked on the site plan or an accommodation schedule.

- Regulation 36 (2)(B) Water efficiency – 110 litres per person per day
- Planning permission has not been granted

## 7 Connectivity Information

*Applicable only where a new dwelling(s) or building containing dwellings is being erected.*

A statement must be provided to satisfy the requirement of Approved Document R: Physical infrastructure and network connection, if this is applicable, please complete the Connectivity Plan at the back of this application form.

1. A statement giving details of any public electronic communications network in relation to which a connection will be provided,
2. If an exemption in regulation 44ZB of the Building Regulations 2010 is proposed to be relied on, a statement giving details in support of the exemption,
3. If regulation 44ZC of the Building Regulations 2010 is proposed to be relied on, a statement giving details of the matters mentioned in regulation 44ZC(6)(a) and (b) of those Regulations and, if paragraph RA1(1)(c)(i) or (ii) of Schedule 1 to those Regulations

Build Insight is not able to issue the Initial Notice until this information is provided.

## 8 Commencement Information

The date by which a start on site is proposed: \_\_\_\_\_

In the case of a new building or horizontal extension to a building, the date by which ground floor construction will be reached is: \_\_\_\_\_

For all other works the date by which 15% of the works will be completed: \_\_\_\_\_

Description of works to be considered as 15% of the proposed works (*recommended to be the initial 15% of program of works*): \_\_\_\_\_

Build Duration: \_\_\_\_\_ Expected completion: \_\_\_\_\_

## 9 Documentation

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

*Please select those that have been enclosed*

- |  |   |
|--|---|
| <input type="checkbox"/> Existing and Proposed floor plans | <input type="checkbox"/> Detailed construction specifications |
| <input type="checkbox"/> Existing and Proposed elevations  | <input type="checkbox"/> Structural Engineers Calculations    |
| <input type="checkbox"/> Site Layout                       | <input type="checkbox"/> Site Investigation Report            |

*In the case of an extended or new building; or a new connection to a public sewer, positions of drain runs and connections should be marked on the 1:1250 site plan.*

## 10 Third Party Consultations

*In some circumstances, Build Insight may need to seek 3rd party consultations, this may be required due to the height or complexity of certain construction elements. Where this is the case, Build Insight can gather a quote on your behalf or you will have the option to appoint your own.*

The following build types will require 3rd party consultations:

1. Buildings with 5 storeys or above - Structural Engineer consultation required
2. Buildings with 7 storeys or 18m high - Structural Engineer and Fire Engineer consultation required
3. Complex projects where non-Chartered Engineers have been engaged
4. Energy Assessments. (Where excessive glazing is being proposed and heat loss may be excessive.
5. Review of proposal by a Fire Engineer. (where a proposed design does not follow approved guidance documents such as an approved document, British Standard)

# 11 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 Initial Notice at the earliest convenience.**

*If you have any questions please call [03452 185214](tel:03452185214).*

- I confirm that the works described in this application have not started on site
  - Subject to our quote being accepted, please confirm that the works described within the application form will not start 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.
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# 12 Permission Statement (Must be signed by the person intending to carry the work)

- I confirm that I, the person intending to carry out the work has given permission for Build Insight to undertake the Building Control covered by this Notice.
- I agree to Build Insight signing this Initial Notice on my behalf.
- I confirm that the above Permission Statement is true.

Full Name: \_\_\_\_\_ Signature: \_\_\_\_\_

I confirm that I am the: \_\_\_\_\_ Date: \_\_\_\_\_

*In completing and signing this application form you agree to abide by the Terms and Conditions of Build Insight.*

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Please return your completed application and supplementary documents to [technical@build-insight.co.uk](mailto:technical@build-insight.co.uk).