**This application is given in relation to the building work described above. By completing and signing this form as the client or agent acting on behalf of the client, your client has agreed our fees and are authorising Midlands Building Control Consultancy Ltd to sign an initial notice on the clients behalf, register the application with the relevant Local Authority, and agrees fully to our terms and conditions. Full terms and conditions and our level of service can be viewed on our website** [**www.midlandsbuildingcontrol.co.uk**](http://www.midlandsbuildingcontrol.co.uk)

**By signing the declaration, you agree to Midlands Building Control Consultancy Ltd sharing the information within the form with other persons or organisations as required to allow Midlands Building Control Consultancy Ltd to carry out its statutory duties.**

**It is your responsibility to ensure the application details are correct, MBC cannot be held liable for any incorrect information under the Data Protection Act 2018.**

**Notes:**

Please complete all details in full. If foundations are being constructed a consultation will be carried out with the Drainage Undertaker under section H4 of the Building Regulations.

Please provide a full description of all controllable works along with the estimated cost of those works.

**FIVE working days are required between the submission date and works starting on site.**

If multiple areas of work are not carried out concurrently additional charges may be requested for additional inspections.

The details of the client, agent and contractor should be provided, including valid email addresses, as this is MBC’s preferred method of communication.

Please indicate who is to be invoiced. Invoices are to be paid within **28 days of receipt.** Please note additional inspections may incur additional charges.

**All boxes marked with \* are mandatory and should be completed.**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Location of project \* | | | | |
| House number / name |  | | | |
| Street address |  | | | |
| Town / County |  | | | |
| Postcode |  | | | |
| Local Authority |  | | | |
| Is there a known public sewer within 3m of any excavations? | | Yes | No | NA |

|  |  |  |  |
| --- | --- | --- | --- |
| Project details \* | | | |
| Description of works |  | | |
| Estimated start date |  | | |
| Estimated cost of works | £ | Agreed Fee? | £ |
| Are all works to be carried out at the same time? | | Yes | No |

|  |  |
| --- | --- |
| Client information \* | |
| Name |  |
| Address |  |
| Telephone number |  |
| Email address |  |

|  |  |
| --- | --- |
| Agent information | |
| Name |  |
| Address |  |
| Telephone number |  |
| Email address |  |

|  |  |
| --- | --- |
| Contractor information | |
| Name |  |
| Address |  |
| Telephone number |  |
| Email address |  |

|  |  |
| --- | --- |
| Contact to be invoiced (delete as appropriate) \* | Client / Agent / Contractor |

|  |  |  |  |
| --- | --- | --- | --- |
| Declaration \* | | | |
| I agree for Midlands Building Control Consultancy Ltd to pp my signature on an initial notice. **\*** | | | Yes |
| No |
| Name \* | Sign \* | Date \* | |
|  |  |  | |