

# LONDON BUILDING CONTROL LTD

International House, 1-6 Yarmouth Place, Mayfair, LONDON, W1J 7BU

Tel: 0845 630 2112 Fax: 0845 862 0232

[info@londonbuildingcontrol.co.uk](mailto:info@londonbuildingcontrol.co.uk)

## APPLICATION FORM

Applicants please complete and return by post, fax or email

1. SITE DETAILS:  
a. Site Address:

b. Description of work (this will appear on the legal documents):

c. Use of building (House, Flat, or Commercial):

d. Number of stories (including the new work):

e. Estimated cost of works: (this may be used to provide a quote)

2. NAME OF LOCAL AUTHORITY: (this is the LA where the work is located)

3. THE PERSON INTENDING TO CARRY OUT THE WORK IS :  
(Architect, Agent, Builder or Owner : this will appear on the legal documents)

Name:

Address:

3. NEWLY CREATED DWELLINGS ONLY : (new flats/houses, but excluding those for owner occupation, require a warranty)

Name of Warranty-Link Provider : (this must be with NHBC, Zurich, Premier, or BLP)

4. NEW BUILDINGS AND EXTENSIONS :

NOTE : A site location plan at no less than 1:1250 must be submitted to London Building Control Ltd showing the footprint of the new works (and for new buildings, also show connections to the public sewers, or to septic tanks/treatment works).

If you are ready to proceed please complete, sign & return the following 'Conditions of Engagement' letter, together with this Application Form.

# CONDITIONS OF ENGAGEMENT

Site Address : (Insert site address)

Description of Works : (Insert Details)

The Approved Inspector, London Building Control Ltd, agrees to provide the services required of a Building Control Body, as set out by The Building Act 1984 and The Building (Approved Inspectors etc) Regulations 2000 (as amended) for the remuneration quoted for the project.

Our Quote including VAT : (Insert quoted fee, as agreed)

Valid for 3 months from the date above

Payment Terms : In Full with the return of this Agreement (or as otherwise agreed)

The Client/Agent hereby agrees to provide such drawings and details as are required to enable submission of an Initial Notice by the Approved Inspector to the relevant Local Authority, together with the required fee.

The Client/Agent also agrees to provide such drawings and details as are required to enable the works to be checked for compliance with the Building regulations before that element of work commences on site.

The Client/Agent agrees to ensure that a warranty link scheme is put in place with the Registered Insurers (NHBC, Zurich, BLP or Premier) where any new dwelling units (houses or flats) are being created.

Where the description or address of works are altered (requiring the issuing of an Amendment Notice by the Approved Inspector) the Client/Agent will be required to pay an administration fee of £100 plus VAT.

The Approved Inspector service offered includes providing the necessary documentation to the Local Authority, carrying out a compliance check of drawings and details supplied by the Client/Agent and issuing a Plans Certificate if so requested by the Client/Agent; consulting with the Statutory Bodies as necessary (namely the Fire Authorities and Sewerage Undertakers) and carrying out site inspections to check compliance with the Building Regulations, issuing a Final Certificate at satisfactory conclusion of works. The Approved Inspector will ensure satisfactory insurance cover with Hiscox Insurance Company Ltd.

Signed on behalf of the Client/Agent :

Dated : (sign and insert date)