

1	Project Details:		
	Site Address:		
	Description of works:		
	Use of buildings:		Yes / No
	Are you aware of any contaminated land or refuse disposal sites within 250m of the site. (If YES a copy of a site investigation / Environmental report will be required)		
Are you aware of any public sewers within 3m of the proposed building/extension. (If YES a build over agreement may be required between the client and sewerage undertaker)			

2	New Dwellings Only:-		
	Have any of the following planning conditions been applied ?	Yes / No	
	(aa) Regulation 36(2)(b) (optional water efficiency requirement of 110 litres per person day) (bb) Schedule 1 Part M optional requirement M4(2) (category 2 – accessible and adaptable dwellings) (cc) Schedule 1 Part M optional requirement M4(3) (category 3 – wheelchair user dwellings) or (ii) a statement that planning permission has not been granted for the work and that the information required by subparagraph (b)(i) will be supplied as soon as is reasonably practicable after that permission is granted.		

3	Client Details:-			
	Name:			
	Address (if different to site address)			
	Contact Details:	Tel/Mob:	Email:	

4	Agent Details:-			
	Name:			
	Address			
	Contact Details:	Tel/Mob:	Email:	

5	Contractor Details:-			
	Name:			
	Address			
	Contact Details:	Tel/Mob:	Email:	

6	Invoicing Requirements			
	Please indicate below who is to be invoiced for the Building Control Services fees.			
	CLIENT	AGENT	CONTRACTOR	
	Another Person / Company NOT shown on the Initial Notice, is to be invoiced for the Building Control services.			
	Name:			
	Address			
Contact Details:	Tel/Mob:	Email:		

7	Signature & Declarations	
	By signing this form I / we confirm agreement to County Building Control Ltd standard Terms & Conditions and where applicable that the person intending to carry out the work (Client) has given permission for County Building Control Ltd to sign the Initial Notice on their behalf.	
	Name:	Signed:
	On behalf of the Client:	Date: