



Client Details (The Land or Building owner)		Agent Details (Designer/Project Manager/Management Team)	
Name	Click or tap here to enter text.	Name	Click or tap here to enter text.
Address	Click or tap here to enter text.	Address	Click or tap here to enter text.
Postcode	Click or tap here to enter text.	Postcode	Click or tap here to enter text.
Tel No.	Click or tap here to enter text.	Tel No.	Click or tap here to enter text.
Email	Click or tap here to enter text.	Email	Click or tap here to enter text.
Please mark below to confirm who you would like us to send our site follow up correspondence to:			
Client <input type="checkbox"/>	Agent <input type="checkbox"/>	Builder <input type="checkbox"/>	If 'Builder' please provide email address here: Click or tap here to enter text.
Project address if different to above			
Address	Click or tap here to enter text.		
Postcode	Click or tap here to enter text.		
Full description of the project			
Click or tap here to enter text.			
*Advise us if the project involves external wall cladding			
Payment Details			
Estimated Cost of works: Click or tap here to enter text.		Payment to be processed upon successful application	
Our Building Control Fee: Click or tap here to enter text.		Fee Obtained & Agreed: Click or tap here to enter text.	
Please mark Payee	Client <input type="checkbox"/>	Agent <input type="checkbox"/>	Other <input type="checkbox"/> For 'Other' provide email: Click or tap here to enter text.
Bank Transfer Details: Lloyds TSB ACC No: 00781703 sort code: 30-95-46		Card payments: Please call 01792 457014	

Domestic Projects Only - Competent Person Schemes			
I confirm that I am using Competent Persons for the works listed above and that they will provide the necessary certification upon completion of works: Choose an item.			
Gas Appliance Installation (Gas Safe) <input type="checkbox"/>		Electrical Works (NICEIC type) <input type="checkbox"/>	
HETAS (Solid Fuel Appliances) <input type="checkbox"/>		OFTEC (Oil Fuel Appliances) <input type="checkbox"/>	
Information to provide us:			
Estimated start date Click or tap to enter a date.		Site location plan 1:1250	
Submit all relevant information associated with your project for us to check and provide you with feedback			

New Dwellings only			
Has planning permission been granted		Choose an item.	
For Commercial Buildings Only			
Responsible person for fire safety: (e.g. shops offices industrial buildings, warehouses, schools, hospitals, Doctors surgeries, sports facilities etc) & flats with shared common parts. Regulation 38 - Fire Safety Information to Client - Prior to issue of the final certificate, Total Building Control will require written confirmation from the 'Responsible Person' that Fire Safety Information has been provided by the contractor. Please provide us with the contact details of the Responsible Person.			
Data Protection – Consent to process personal data (GDPR)			
For an application to be accepted by Total Building Control, we must have consent to process your personal data. This will be data that the Client or their acting Agent has supplied us with. Total Building Control will never research into or sell on your personal data. Your personal data will be processed and controlled solely for the purpose of your Building Control application and will be used only for our records. Project files that hold personal data will be kept and stored securely for 15 years beyond the Final Certificate. Total Building Control will use your personal information (i.e. email address) to contact you at various stages of the project.			

Authorisation of Service			
I hereby give express permission for Total Building Control to sign on my behalf the Initial Notice to the relevant Local Authority. As the client/agent, I have informed the client of Total Building Control's Involvement and have permission to sign on their behalf. This permission includes consent to process and control personal data as set out in the Data Protection section above.			
Client or Agent /signature or print		Date	
Click or tap here to enter text.		Click or tap here to enter text.	