



Initial Notice

1	<p>To:- Building Control Manager</p> <p>Local Authority:-</p> <p>Address</p> <p>.....</p> <p>.....</p>
2	<p>This notice relates to the following work:-</p> <p>Description of work</p> <p>Address</p> <p>.....</p> <p>.....</p> <p>Use of buildings</p>
3	<p>The approved inspector in relation to the work is:-</p> <p>Complete Building Control Ltd 36 George Road, Edgbaston, Birmingham, B15 1PL. Tel: +44 121 212 3145 Fax: +44 844 669 7831</p> <p>The person carrying out the work is:-</p> <p>Name:-</p> <p>Address:-</p> <p>.....</p> <p>.....</p>
4	<p>With this notice are the following documents, relevant to the work described in this Notice:-</p> <ul style="list-style-type: none">(a) In the case of a notice given by an inspector approved following an application under regulation 4(1) of the 2010 Regulations, a copy of the notice of approval;](b) A declaration signed by the insurer that a named scheme of insurance approved by the Secretary of State applies in relation to the work described in the Notice.(c) In the case of the erection or extension of a building, a plan to scale of not less than 1:1250 showing the boundaries and location of the site and (where the work includes the construction of a new drain or private sewer) a statement –<ul style="list-style-type: none">(ii) As to the approximate location of any proposed connection to be made to a sewer, or(iii) If no connection is to be made to a sewer, as to the proposals for the discharge of the proposed drain or private sewer including the location of any septic tank and associated secondary treatment system, or any wastewater treatment system or any cesspool;](d) a statement of any local enactment relevant to the work, and of the steps to be taken to comply with it.]

5	The work is / is not minor work (Delete as applicable).	
6	Complete Building Control Ltd Declare that we do not, and will not while this notice is in force, have any financial or professional interest in the works described.	
7	The approved inspector [will]/[will not] be obliged to consult the fire and rescue authority by regulation 12 of the 2010 Regulations (Delete as applicable)	
8	Complete Building Control Ltd Undertake to consult the fire and rescue authority before giving a plans certificate in accordance with section 50 of the Act or a final certificate in accordance with section 51 of the Act in respect of any of the work described above (Delete as applicable)	
9	The approved inspector [will]/[will not] be obliged to consult the sewerage undertaker by regulation 13 of the 2010 Regulations (Delete as applicable)	
10	Complete Building Control Ltd undertake to consult the sewerage undertaker before giving a plans certificate in accordance with section 50 of the Act or a final certificate in accordance with section 51 of the Act in respect of any work described above (Delete as applicable)	
11	Complete Building Control Ltd is aware of the obligations laid upon them by Part 2 of the Act and by regulation 8 of the 2010 Regulations	
12	Signed Complete Building Control Ltd Approved Inspector Date / /	Signed on behalf of person intending to carry out work Date / /