Building Control Application Form

Complete Building Control Ltd

When completed please send this form to Complete Building Control Ltd in one of the following ways:
Post: Complete Building Control Limited, 36 George Road, Edgbaston, Birmingham, B15 1PL
Email: mel@completebuildingcontrol.co.uk or newbusiness@completebuildingcontrol.co.uk
WhatsApp Message: +447970138792
Tel: +44 (0)121 212 3145

Please Note: We will not be able to process your quotation if the appointment form is incomplete.

1 Project Address & Postcode

2 Description of Work

3 Principal Designer (Architect/Agent) If none, Principal Contractor is Principal Designer

Name:
Address:
Mobile:
Email:
Office:

4 Client Details (Person Procuring the Work / Legal Owner of Building)

Name:
Address:
Mobile:
Email:
Company:
Landline:

5 Invoice Recipient (Please Complete All Sections)

Name:
Address:
Mobile:
Email:
Company:
Landline:

6 Agreed Fee (£ plus VAT)

7 Construction Cost

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8 Principal Contractor

Name:		Company:	
Address:			
Tel:		Email:	
Commencement Meaningful start date:		Handover Date:	
Regulation 16C Statement. (Excludes new buildings & extensions):			

9 Drainage

Is there to be a new connection to a public sewer? (If 'yes' please provide a plan showing the approximate location of the new connection)	Yes ☐	No ☐
Is the building constructed over or within 3 metres of a public sewer? (New build and extensions only)	Yes ☐	No ☐

☐ Occasionally we may have some marketing information regarding other services of Complete Building Control Ltd that we would like to keep you updated on, please tick the box if you would like to receive this information from us.
Please note: Your details will never be passed to a third party

☐ Please tick this box if you consent to Complete Building Control Ltd using the submitted information relevant to your application to forward to our warranty affiliated partners to provide you with a direct quotation.

I hereby request Complete Building Control Ltd acting in its capacity as a Registered Building Control Approver to provide a firm written quotation which will be valid for a period of 3 months for acceptance of instruction to act in accordance with the revised Terms & Conditions version: 2026/11-v.2 (as appears on CBC website www.completebuildingcontrol.co.uk) and to be read and accepted as part of this quotation. Upon fee quote acceptance a contractual arrangement is entered into with Complete Building Control Ltd. The quote will include provision of building control services and the fee to be paid to the local authority for "Initial Notice submission only" pursuant to The Building (Local Authority Charges & Amendments Relating To Charging)(England) Regulations 2026. Any further charges made by local authorities are to be paid direct by the client/person carrying out the work prior to the issuing of a Final Certificate subject to Complete Building Control Ltd checks and balances.

I hereby confirm that, at the time of appointing Complete Building Control Ltd to provide building control services upon quote acceptance, I am not aware of any actual, potential or perceived conflict of interest that may compromise Complete Building Control Ltd s independence, impartiality or professional judgement in carrying out its statutory functions with the declared duty holders. The client/person carrying out the work further undertakes to notify Complete Building Control Ltd promptly should any such conflict arise or become apparent during the appointment and throughout the contracted works.

I further hereby confirm and authorise as the client acting with authority on behalf of the person or entity intending to carry out the work, that upon fee quote acceptance I give instruction for a representative of Complete Building Control Ltd to sign on behalf of the person or entity intending to carry out the work, the joint Initial Notice to be served upon the local authority.

10 Signed _____ Date _____