**Building Control Application**

**Building Notice, Regularisation and Reversion**

**The Building Act 1984 (as amended), The Building Regulations 2010, The Building Safety Act 2022**

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| 1. **Type of Application**
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| **Building Notice** [ ]  **Regularisation** [ ]  **Reversion** [ ]  |
| 1. **Client Details (The person for whom the work is being carried out)**
 |
| Name: |  |
| Full address: |  |
| Phone: |  |
| Email: |  |
| Is the client different to the applicant? Yes: [ ]  No: [ ]  |
| 1. **Applicant Details (If different to client, or state it is the same)**
 |
| **Please note:** Where the application is made by someone on behalf of the client, the client must sign the statement at the end of this application OR a statement from the client is to be attached along with the application documents via email from the client (from their personal email address – not a generic one), confirming they agree to the application being made and that the information contained in the application is correct.**Please note:** If any persons change (client, applicant, designer, builder) before completion of the application, you are required to provide details of that change and update this form.  |
| Name: |  |
| Full address: |  |
| Phone: |  |
| Email: |  |
| 1. **Principal Designer Details (if different to applicant the lead or sole designer)**
 |
| Is the principal designer the same as the applicant? Yes: [ ]  No: [ ]  |
| Name: |  |
| Full Address:  |  |
| Phone: |  |
| Email: |  |
| 1. **Principal Contractor Details (the lead contractor)**
 |
| **Please note:** The principal contractor details **must be provided** to the Local Authority **before** the construction phase begins. |
| Have you appointed a principal contractor? Yes: [ ]  No: [ ]  |
| Is the principal contractor the same as the applicant? Yes: [ ]  No: [ ]  |
| Name: |  |
| Full Address:  |  |
| Phone: |  |
| Email: |  |
| 1. **Correspondence**
 |
| Main correspondence email address: |  |

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| 1. **Proposed / Retrospective Work and Location**
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| Description: |  |
| Full site address: |  |
| Estimated cost of the works: |  |
| If a regularisation, please state the approximate date that the works were carried out:  |  |
| Planning reference number (if applicable): |  |
| 1. **Current usage of the building to which work relates**
 |
| Does the work consist of work to an existing building? If so, please describe the existing building’s usage: |  |
| Where the building comprises more than one usage type, please enter details of the **existing** use of each storey: |  |
| Current height of the building: |  |
| The current number of storeys: |  |
| 1. **Proposed usage of the building**
 |
| State the principal **proposed** usage of the building: |  |
| Where the building comprises more than one usage type, please enter details of the **proposed** use of each storey: |  |
| The height of the building after **proposed** work: |  |
| The proposed number of storeys;  |  |
| 1. **Fire Safety Order**
 |
| Is it the intention or has building work being carried out in relation to a building which is, or will be within the scope of the [Regulatory Reform (Fire Safety) Order 2005](https://www.legislation.gov.uk/uksi/2005/1541/contents)?. | Yes: [ ]  No: [ ]  |
| 1. **Building Work Solely Required by People with Disabilities**
 |
| Is the work for a registered Disabled Persons? Yes: ☐ No: ☐ |
| 1. **Payment**
 |
| Do you wish to pay the fee by card, cheque, or invoice? Please state preferred method: |  |
| Please confirm whether the Client, Applicant or Principal Designer should be invoiced for the fee: |  |
| 1. **Disclaimer and Statement**
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| **Disclaimer**: Tendring District Council (TDC) will be the Data Controller for the information you are providing. That means TDC will be responsible for looking after it as required by the Data Protection Act 2018 and will only use the information for performing Councils function described in this form. Signing this form gives your consent to us using the data for the purposes described in this form. For more information on your rights in regards to your personal information and how to access it, visit our website [Data Protection and Privacy](https://www.tendringdc.gov.uk/privacy) or contact The Data Protection Officer on 01255 686060 Email: DPAOfficer@tendringdc.gov.uk. |

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| **Statement:** This notice is given in relation to the building work as described and is submitted in accordance with The Building Regulations and the current Tendring Building Regulation Charges Scheme. • I agree to comply with any requested amendments or rectifications upon inspection. • I agree to inform the local authority building control department if any amendments are made to, the client, the applicant, the principal designer, or principal contractor throughout the course of this application.By submitting this form, you agree that you have read and understood the above statement for yourself, or your client and you are confirming all the relevant requirements of Part 2A (duty-holders) has been complied with.Applicant Name: Signature: Date:  **Where the application is made by someone on behalf of the client,** the client must sign below confirming they agree to the application being made and that the information contained in the application is correct **or** a statement from the client is to be attached along with the application documents via email from the client (from their personal email address – not a generic one), confirming they agree to the application being made and that the information contained in the application is correct or sign the statement at the end of the application form.  Client Name: Signature: Date:  |