

BUILDING REGULATION FULL PLANS APPROVAL TO BIRMINGHAM CITY COUNCIL

Acivico (Building Consultancy) Ltd, is a wholly-owned company of Birmingham City Council and is its Agent in administrating building regulations and associated matters.

Full Plans Form (Commercial)**FULL NAME OF PERSON FOR WHOM THE WORK IS TO BE CARRIED OUT**

Person or Company for whom the work is to be carried out

PLEASE NOTE: If an Organisation is noted above (other than a PLC or LTD) then the registered owner should be declared.

Address

Street Address _____

Address Line 2 _____

City _____

County / State / Region _____

ZIP / Postal Code _____

Country _____

Address of the person for whom the work is to be carried out

Phone

Email

A preferred email address is essential in helping us contact you quickly and efficiently.

LOCATION OF BUILDING WORK (IF DIFFERENT)

Street Address _____

Address Line 2 _____

City _____

County / State / Region _____

ZIP / Postal Code _____

Country _____

Address of the proposed work, if different from above

www.acivicogroup.co.uk

Acivico Group | 3 Brindley Place | Birmingham | B1 2JB

PERSON TO WHOM CORRESPONDENCE SHOULD BE FORWARDED**Agents Name**

First _____

Last _____

Address

Street Address _____

Address Line 2 _____

City _____

County / State / Region _____

ZIP / Postal Code _____

Country _____

Phone

Email

A preferred email address is essential in helping us contact you quickly and efficiently.

'Link' Surveyor (if known)



DESCRIPTION OF WORK THAT IS BEING CARRIED OUT (OR CHANGE OF USE)

NUMBER OF STOREYS ABOVE GROUND _____
NUMBER OF STOREYS BELOW GROUND _____
EXISTING USE OF THE BUILDING?

PAYMENT FOR INSPECTIONS

It may be preferable to pay the inspection fee up front with the application and that would be refunded in total if the work did not start. Otherwise, the applicant will be invoiced for the inspection fee on commencement of work unless we receive alternative instructions below.

NAME AND ADDRESS OF THE PERSON TO WHOM THE INSPECTION CHARGE INVOICE (WHERE APPLICABLE) SHOULD BE FORWARDED, IF DIFFERENT FROM APPLICANT

Name

First _____
Last _____

Address

Street Address _____
Address Line 2 _____
City _____
County / State / Region _____
ZIP / Postal Code _____
Country _____

If this is a Company, please indicate the Company Registration Number

PLANNING PERMISSION

Planning permission may also be required for the work. If you require further information please visit the online <https://www.planningportal.co.uk/> or contact Birmingham City Council's Planning Team.

Has a planning application been submitted?*

Yes No

If a planning application has been submitted, please provide the reference.
(if known)



FEES

NB: Where the value of the project exceeds £100,000 in build costs, 100m², 500m² (refurb) or 10 dwellings, please contact us directly so that we can prepare an individual quote. If your building regulation charge has been agreed as a result of a formal quotation, please tick (✓) where applicable and ideally attach any relevant correspondence. Charges for all work (other than extensions/new dwellings below) to commercial/ industrial buildings should be calculated using an estimate of costs.

The Plan Charge is payable at the application stage.

The Inspection Charge can be paid upfront or invoiced separately once work commences on site.

CATEGORY 1: EXTENSIONS OR NEW BUILD COMMERCIAL STRUCTURES

A. An extension or detached new build commercial structure that does not exceed 40m² (internal metric floor area).

- £200.00 - Plan Charge &
£410.00 - Inspection Charge

B. An extension or detached new build commercial structure that is over 40m² but less than 100m² (internal metric floor area).

- £300.00 - Plan Charge &
£565.00 - Inspection Charge

CATEGORY 2: INTERNAL REFURBISHMENTS TO COMMERCIAL PREMISES

*The charges listed against Items C-E above, does not include assessment of any associated structural alternations. If your proposal includes structural alterations an additional charge based on 'Table 3' will be required.

C. Internal refurbishment of commercial premises with a floor area not exceeding 75m². *

Inspection charge is included in Plan Charge

- £345.00 - Plan Charge

D. Internal refurbishment of commercial premises with a floor area not exceeding 200m².*

- £200.00 - Plan Charge &
£365.00 - Inspection Charge

E. Internal refurbishment of commercial premises with a floor area not exceeding 500m².*

NB: Where an extension exceeds 100m² charges must be calculated from below using a reasonable market rate (see Note 3). The resultant charge should not be less than the 60m²-100m² category.

- £250.00 - Plan Charge &
£515.00 - Inspection Charge

CATEGORY 3: OTHER BUILDING WORK TO COMMERCIAL PREMISES NOT INCLUDED IN ONE OF THE ABOVE CATEGORIES

*Items F to I should be based on a reasonable market rate.

F. Up to and including a value of £15,000*.

Inspection charge is included in Plan Charge.

- £360.00 - Plan Charge

G. Up to and including a value of £50,000*.

- £200.00 - Plan Charge &
 £385.00 - Inspection Charge

H. Up to and including a value of £100,000*.

- £300.00 - Plan Charge &
£565.00 - Inspection Charge

I. Any building work up to a value of £5,000 undertaken at the same time as Table 1 [A-B] and Table 2 [C-E]*.

- £110.00 - Plan Charge

CATEGORY 4 - ERECTION OF NEW DWELLINGS <250m²/FLATS <4 STOREYS. VAT INCLUDED

Plan Charge (£) £200 for each dwelling or dwellings of the same type. NB: Left or right-handed variants can be counted as the same house type.

Inspection Charge per number of dwellings.

No. of Dwellings	(£) Total Payable	No. of Dwellings	(£) Total Payable
<input type="checkbox"/> 1	500.00	<input type="checkbox"/> 6	1150.00
<input type="checkbox"/> 2	650.00	<input type="checkbox"/> 7	1225.00
<input type="checkbox"/> 3	800.00	<input type="checkbox"/> 8	1450.00
<input type="checkbox"/> 4	925.00	<input type="checkbox"/> 9	1600.00
<input type="checkbox"/> 5	1025.00	<input type="checkbox"/> 10	1850.00

SUBMITTING AN APPLICATION FOR BUILDING REGULATIONS FULL PLANS APPROVAL

Send this form with attachments such as plans, calculations, etc. Acivico are no longer accepting postal applications routinely, therefore please do not send postal application forms to this address without contacting us first as we will need to make special provisions. We may be able to help you to register your application in another way.

Email: buildingconsultancy@acivicogroup.co.uk

Post: Acivico (Building Consultancy) Ltd, 3 Bridley Place, Birmingham, B1 2JB – 2 Copies will be required if sending by post.

Contact (Phone): (0121) 274 3464

Additional forms and further information are available here <https://acivicogroup.co.uk/>

The Completion Certificate will be issued to the applicant unless we are instructed otherwise.

DECLARATION

Signature

I hereby deposit a Building Notice in accordance with the BUILDING ACT 1984 - BUILDING REGULATIONS as amended

Thank you for submitting your Full Plans application for building regulations approval.



WHAT HAPPENS NEXT

- You will receive an acknowledgment by return. This will provide you with your Application Number (please quote this on any future correspondence) along with contact details.
- Your plans will be assessed by one of our surveyors who will provide advice and guidance if necessary, to help ensure the work meets the required standards. Once satisfied, an Approval Notice is issued, often with conditions that can be dealt with on-site or cleared as work progresses.
- Building work will be inspected on-site and once satisfied we will issue a Completion certificate.

INSPECTIONS

You don't have to wait for the plans to be approved before you start work, but we may ask for changes you weren't expecting. To book an inspection, we have several options available to you:

- Use our online inspection request form [here](#)
- Email us your inspection request to BCDHotline@acivicogroup.co.uk
- Call 0121 2743464
- Try the LABC inspection app
- We can usually accommodate most requests received by 3:30 pm for the following day and we will confirm the inspection booking. Unfortunately, we can't provide a time slot, but we will try to meet your needs and most inspections are carried out between 9:30 am and 3:30 pm.
- We are also able to offer 'virtual' inspections in many cases and we may ask if you want to accommodate that by using video on-site and walking the project through with a surveyor. We can provide time slots for these inspections.

NOTES TO THE CHARGING SCHEME

- If your work falls into one of the above categories [A-I] this must be used. Reference to [J] above should only be made where the work is outside the scope of [A-I] above.
- Where more than one storey is involved the combined internal floor area should be used to calculate the fee.
- Where different elements of work are shown upon the plans it may be that more than one charge is payable.
- The council may assist in paying the building regulation application fees in some circumstances. For example, a WC or shower designed to meet the needs of a person with a disability, where that is shown to be for the benefit of a person, and where it will help them to continue to live in their dwelling. Please contact us if you would like further information about fee exemption.
- The Plan Fee is a single payment payable at the time of deposit and is not refundable.
- The Inspection fee is a single payment for the inspection service. If work does not start this fee will be refunded in total.
- In rare circumstances where builders require a great deal of support from the service, we may require additional payments to cover our additional time on the project.

The information provided on this form to Acivico (Building Consultancy) Limited will be processed strictly in connection with your application in accordance with the Data Protection Act 1998 and will not be used for any other purpose.

