

**FULL PLANS APPLICATION - DOMESTIC**

Application Reference No: 2020/\_\_\_\_\_/FP [Office use only]

**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.

<p><b>FULL NAME OF PERSON FOR WHOM THE WORK IS TO BE CARRIED OUT.</b></p> <p>Title*: Mr / Mrs / Miss / Other .....</p> <p>First Name*: .....</p> <p>Last Name*: .....</p> <p>Address*: .....</p> <p>.....</p> <p>.....</p> <p>Post Code*: .....</p> <p>Tel. No*: .....</p> <p>Email*: (Block Capitals) .....</p> <p>A preferred email address is essential in helping us contact you quickly and efficiently.</p>	<p><b>PERSON TO WHOM CORRESPONDENCE SHOULD BE FORWARDED.</b></p> <p>Agent's Name: .....</p> <p>Address: .....</p> <p>.....</p> <p>.....</p> <p>Post Code: .....</p> <p>Tel. No: .....</p> <p>Email: (Block Capitals) .....</p> <p>A preferred email address is essential in helping us contact you quickly and efficiently.</p>
<p><b>SITE LOCATION (IF DIFFERENT FROM ABOVE) *.</b></p> <p>.....</p> <p>.....</p> <p>.....</p> <p>.....</p> <p>Post Code*: .....</p>	<p><b>DESCRIPTION OF WORK (OR CHANGE OF USE) *.</b></p> <p>.....</p> <p>.....</p> <p>.....</p> <p>.....</p>
<p><b>PAYMENT FOR INSPECTIONS</b></p> <p>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.</p>	
<p><b>NAME AND ADDRESS OF THE PERSON TO WHOM THE INSPECTION CHARGE INVOICE (WHERE APPLICABLE) SHOULD BE FORWARDED, IF DIFFERENT FROM APPLICANT *.</b></p> <p>NAME.....</p> <p>ADDRESS .....</p> <p>.....</p> <p>.....</p> <p>POST CODE: .....</p>	
<p><b>PLANNING PERMISSION</b></p> <p>Planning permission may also be required for the work. If you require further information please visit the on line <a href="https://www.planningportal.co.uk/">https://www.planningportal.co.uk/</a> or contact Birmingham City Council's Planning Team.</p>	
<p>Has a planning application been submitted?</p>	<p>If a planning application has been submitted, please provide the reference. ....(if known)</p>

## SCALE OF CHARGES: FULL PLANS (DOMESTIC) APPLICATION

PLEASE COMPLETE THIS SECTION

(All charges include VAT at 20%).

Please tick (✓)  
where applicablePayable at application stage.<sup>1</sup>Invoiced for once we have been requested to attend site.<sup>2</sup>

	Plan Fee <sup>1</sup>	Site Fee <sup>2</sup>
<p>A. A detached garage or habitable structure (summer house, office, gym or playroom) exceeding 30m<sup>2</sup> but not exceeding 60m<sup>2</sup> (internal metric floor area).</p> <p><b>PLEASE NOTE:</b> A detached garage less than 30m<sup>2</sup> may be exempt from Building Regulations. See more comprehensive information on our website or contact us</p>	£175.00	£305.00 <input type="checkbox"/>
B. Extension less than 10m <sup>2</sup> (internal metric floor area).	£175.00	£305.00 <input type="checkbox"/>
C. Extension over 10m <sup>2</sup> but less than 40m <sup>2</sup> (internal metric floor area).	£175.00	£435.00 <input type="checkbox"/>
D. Extension over 40m <sup>2</sup> but not exceeding 60m <sup>2</sup> (internal metric floor area).	£175.00	£590.00 <input type="checkbox"/>
<p>E. An extension that is over 60m<sup>2</sup> but less than 100m<sup>2</sup> (internal metric floor area).</p> <p>NB: Where an extension exceeds 100m<sup>2</sup> charges must be calculated from below using a reasonable market rate (see Note 3). The resultant charge should not be less than the 60m<sup>2</sup>-100m<sup>2</sup> category.</p>	£175.00	£690.00 <input type="checkbox"/>
<p>F. A loft conversion comprising of a floor area less than 50m<sup>2</sup> or two rooms.</p> <p>NB: Where a loft conversion is undertaken at the same time as an extension [items B to E] item G will be applicable for the plan charge. The standard loft inspection charge (item F) will apply.</p>	£200.00	£280.00 <input type="checkbox"/>
G. Any other alterations valued at less than £5,000.00 <u>undertaken at the same time</u> as an extension from one of the categories listed above.	£75.00	£Nil <input type="checkbox"/>
<p>H. Conversion of an existing garage into a habitable room.</p> <p>NB: Where a garage conversion is undertaken at the same time as an extension, [items B to E], item [G] will apply for the plan charge. The standard garage conversion inspection charge will still apply.</p>	£175.00	£250.00 <input type="checkbox"/>
<p>I. Other building work to a domestic residence not included in one of the above categories.</p> <p>a. Up to and including a value of £15,000</p> <p>b. Up to and including a value of £50,000</p> <p>c. Up to and including a value of £100,000</p>	£175.00 £175.00 £175.00	£185.00 <input type="checkbox"/> £410.00 <input type="checkbox"/> £690.00 <input type="checkbox"/>

## SUBMITTING AN APPLICATION FOR BUILDING REGULATIONS FULL PLANS APPROVAL

Send this form with attachments such as plans, calculations, etc.

- Email : [buildingconsultancy@acivigroup.co.uk](mailto:buildingconsultancy@acivigroup.co.uk)
- Post: Acivico (Building Consultancy) Ltd, PO Box 17212, Birmingham
- **Contact (Phone): (0121) 274 3464**
- Additional forms and further information are available here <https://acivigroup.co.uk/>
- We may require further information.

### MAKING PAYMENT

The only payment form we can currently take is bank transfer.

- Bank Name: Barclays Bank PLC, Leicester, Leicestershire, LE87 2BB.
- Account Name: Acivico (Building Consultancy) Limited.
- Sort Code: 20-07-90
- Account Number: 13226212
- When making payment please include the address of the building work so we can reconcile the payment.

---

### DECLARATION

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

Name ..... Date: .....

Signature  
(Postal  
applications  
Only) .....

---

Thank you for submitting your Full Plans application for building regulations approval. You can follow your application here: <https://eplanning.birmingham.gov.uk/Northgate/BuildingControl/Home.aspx>

Would you like to learn more about building regulations and receive regular email updates about building regulation matters and Local Authority Building Control? Place 'X' in the box to join our mailing list.

HOUSEHOLDER / PROFESSIONAL



### WHAT HAPPENS NEXT

- You will receive an acknowledgement and inspection framework by return. This will provide you with your Application Number (please quote this on any future correspondence) along 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 issues, 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 <https://acivicogroup.co.uk/services/building-regulations/>
- Email us your inspection request to [BCDHotline@acivicogroup.co.uk](mailto:BCDHotline@acivicogroup.co.uk)
- Call 0121 2743464
- Try the LABC inspection app <https://www.labc.co.uk/homeowners/book-site-inspection>
- We can usually accommodate most requests received by 3:30pm 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 9:30am and 3:30pm.
- 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.

### COMING SOON In 2021

- Online payments
- Self-registration of building regulations applications
- Your own account where you can monitor progress of your applications, book inspections and have full visibility from registration to the Completion Certificate.

### 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.

Full Plans Application Form 2021-1  
22/1/2021

