

Any Required items marked with *

1. Client and Duty Holders											
Client details (Please confirm if a Domestic Client)					Site address (if different to client address)						
* Name					* No. & Street						
* No. & Street					* Town/City						
* Town/City					* Postcode						
* Postcode					Client must make suitable arrangements for planning, managing and monitoring a project. Duty requirements can be found in Part 2A of the Building Regulations/ CDM 2015 regulations and competency of the duty holders.						
* Phone number											
* Email address											
Principal Designer					Principal Contractor						
* Name					* Name						
* No. & Street					* No. & Street						
* Town/City					* Town/City						
* Postcode					* Postcode						
* Phone number					* Phone number						
* Email address					* Email address						
* Date of Appointment		Click or tap to enter a date.		* Are you acting as an Agent?		Yes <input type="checkbox"/> No <input type="checkbox"/>		* Date of Appointment			
								Click or tap to enter a date.			
								* Are you acting as an Agent?			
								Yes No			
* The notice is given on behalf of a domestic client					* The notice is given on behalf of a domestic client						
2. Project Details											
Project Type;		Residential		Commercial		Flat		Cladding			
* Project Description.											
* Start Date		Click or tap to enter a date.				* Completion Date		Click or tap to enter a date.			
* Commencement – please confirm the nature of the works for Regulation 16 of The Building (Registered Building Control Approvers etc.) (England) Regulations 2024 AND confirm the predicted date that the works are to be defined as commenced.					Complex Buildings		Non - Complex Buildings		Other Building Works		
					Enter date		Enter date		Enter date		
					e.g. Public building with more than 100 people capacity.		e.g. Extension OR new dwelling.		e.g. garage conversion OR loft conversion. OR Barn conversion.		
* If the building works are defined as “other building works” – please define “initial work” = what the client considers amounts to 15% of the works described in the initial notice.					Initial Work (15%) =						
Foul and Surface Water drainage											
Foul Water discharge to					Surface water discharge						
					Any public foul or surface water within 3 meters?		Yes <input type="checkbox"/> No <input type="checkbox"/>		New connection to public sewer?		
									Yes <input type="checkbox"/> No <input type="checkbox"/>		
* New Dwellings ONLY											
No. of dwellings		Planning permission granted?		Yes <input type="checkbox"/> No <input type="checkbox"/>		Part M4 (2) required?					
Connectivity Plan (Part R)		Exempt 44ZB (1) Crown, MoD or National Security				Exempt 44ZB(2)(a) No connection					
						Exempt 44ZB(2)(b) High Speed					
								Part G enhanced water efficiency (110L per person per day)?			
								Exempt 44ZB(2)(b) Standard Speed			
3. Fees and Payment											
Project fees					Who is Liable for payment						
* Plan fee					+ VAT					Other (details)	
* Inspection fee					+ VAT						
* Total fee					+ VAT						
1. I/ We authorise Alpha Building Control Ltd to sign the Initial Notice on behalf of the person carrying out the work. 2. I/ We authorise Alpha Building Control Ltd to provide the building control services for the above intended project. 3. I / We have read and understand the terms and conditions found at www.alphabcltd.com . A copy will be provided with the initial notice pack. 4. I / We have informed the client that Alpha Building Control Ltd have been appointed to assess the plans and inspect the work as the Registered Building Control Approver and are aware the client has the option to use an alternative Building Control Body if desired. 5. I/We are aware of our Duties under Part 2A of the Building Regulations and I/We are aware of our duties to inform Alpha of our start date and commencement date, and appointments of Principal Contractor and Principal Designer within 14 days of appointment where they are not detailed in this application and at the change of a PC/PD. 6. I/We understand that no building work can commence until 5 working days have been completed, on the date of submission of the Initial notice, and that we will make contact to arrange inspections as per the contact plan, provided with the initial Notice pack 7. I/We have read and understood the privacy notice and are aware how my data is used and give permission to be contacted regarding this project. 8. I/we agree to the payment of fees as detailed above. I/We are signing as an agent on behalf of the client/Domestic Client, and I/we confirm the client is aware of the fees and the payment terms.											
*Signed					*Name					*Date	

FOR ALPHA STAFF USE ONLY						
Project Manager						
Plan Checker						
Site Inspector / Office						
Fee Lead						
Fire Brigade Consultation	Yes			No		
Water Authority Consultation	Yes			No		
Local Enactments	Yes			No		
Estimated Inspections						
Job Classification (i.e 2A, 2B etc)						
Project Supervisor needed?	Yes			No		