|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| A close up of a logo  Description automatically generated | | **Appointment Form**  Version 4 February 2024 – 9 Pages | | |
|  | | | | |
| **Site Location** | | | | |
|  | | | | |
| **Property Address**  (Please provide a site location plan1:1250) |  | | | |
| **Description of Works**  (This will be shown on the Final Certificate): |  | | | |
|  | | | | |
| **Commencement and Project Information** | | | | |
|  | | | | |
| **Planned Commencement date:** | | | |  |
| **Planned 15% of works completion date, e.g. Floor Slab:** | | | |  |
| **Please note that a Confirmation Declaration is to be issued on completion of works by the responsible person** | | | | |
|  | | | | |
| **About the Building** | | | | |
|  | | | | |
| **Name of Local Authority for the location that the work is being undertaken:** | | |  | |
| **The Buildings Existing Use** | | |  | |
| Commercial  Domestic | |
|  | |
| **The Buildings Proposed Use** | | |  | |
| Commercial  Domestic | |
|  | |
|  | | | | |
| **Connecting into a Public Sewer** | | | | |
|  | | | | |
| **Is there a Public Sewer or Shared Drain below or within 3m of the proposal?** | | |  | |
| Yes  No | |
|  | |
| **Do the works involve a new connection to the Mains Sewer? (If Yes, provide connection plan).** | | |  | |
| Yes  No | |
|  | |

|  |  |
| --- | --- |
| **Client Details**  Must Be Property Owner, Person Procuring the Works eg. Tenant / Lease Holder | |
|  | |
| **Name:** |  |
| **Address:** |  |
| **Post Code:** |  |
| **Telephone Number:** |  |
| **Email:** |  |

|  |  |
| --- | --- |
| **Appointed Agent Details** | |
|  | |
| **Name:** |  |
| **Address:** |  |
| **Post Code:** |  |
| **Telephone Number:** |  |
| **Email:** |  |

|  |  |
| --- | --- |
| **Principal Designer Details eg. ARCHITECT**  (if a principal designer has not been appointed we must be notified within 14 days of appointment) | |
|  | |
| **Name:** |  |
| **Address:** |  |
| **Post Code:** |  |
| **Telephone Number:** |  |
| **Email:** |  |

|  |  |
| --- | --- |
| **Principal Contractor Details eg.****BUILDER**  (if a principal contractor has not been appointed we must be notified within 14 days of appointment) | |
|  | |
| **Name:** |  |
| **Address:** |  |
| **Post Code:** |  |
| **Telephone Number:** |  |
| **Email:** |  |

|  |  |
| --- | --- |
| **Fees and Payment** | |
|  | |
| **Agreed Fee on Appointment:** | £ + VAT @ 20% = Total £ |
| **Agreed Fee on Commencement:** | £ + VAT @ 20% = Total £ |
| **OR** | |
| **Agreed fee for Administration & Site Visits:** | £ + VAT @ 20% = Total £ |

|  |
| --- |
|  |
| **Person Responsible for Paying the Building Regulations Fees?**  Please tick the box which is appropriate –  Client  Agent  Other\*  \*If other, please provide the below information: |

|  |  |
| --- | --- |
|  | |
| **Name:** |  |
| **Address:** |  |
| **Post Code:** |  |
| **Telephone Number:** |  |
| **Email:** |  |

**To Registered Building Control Approver – Gateway Building Control the Signature(S) below duly authorises you to sign the INITIAL NOTICE to be sent to the Local Authority on our behalf. This signature also confirms acceptance of the following terms and conditions of appointment form relating to the proposed work as described above by the parties noted above by the parties noted above in boxes [5] & [2]. THE SIGNATURE BELOW IS BY THE PERSON RESPONSIBLE FOR THE BUILDING WORK DESCRIBED ABOVE or THEIR APPOINTED AGENT/BUILDER**

|  |  |  |
| --- | --- | --- |
| **Signature** | | |
|  | | |
| Name: | Signed: | Date: |

PLEASE NOTE THAT THIS APPOINTMENT FORM MAY NOT BE PROCESSED THE SAME DAY & THERE IS  
A SATUTORY5 DAY NOTICE PERIOD REQUIRED ONCE THE INTIAL NOTICE HAS BEEN SERVED TO THE  
LOCAL AUTHORITY

(If you are a contractor or agent appointed to act on behalf of the property owner (i.e The person responsible for building works) or otherwise appointed to procure building regulation consents on behalf of the person responsible for the building work, then signing this contract binds them to our terms & conditions of contract. It is your responsibility to advise the property owner of this contract and to render a copy to them. Terms and conditions follow on pages 3 to 4 attached)

Please complete and return to:

Gateway Building Control Ltd

Woodlands Business Park

Roughan Industrial Estate

Bury St Edmunds

IP30 9ND

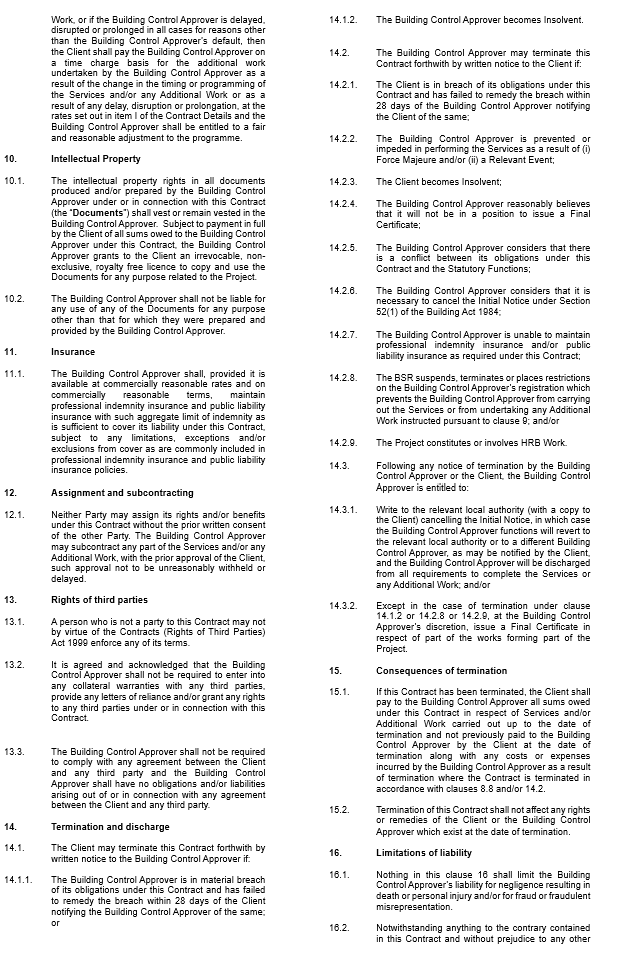
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A close-up of a document

AI-generated content may be incorrect.



A close-up of a document

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A document with text and numbers

AI-generated content may be incorrect.