

Building Control Partnership Ltd

Chartered Building Engineers | Corporate Approved Inspectors

QMS ISO 9001 : 2015

Part 1, Page 1, Version 04.12

REGISTRATION FORM

Engagement for work to be undertaken under the Approved Inspector Regulations (as amended), The Building Act 1984, The Building Regulations, Acceptance of Terms & Conditions & GDPR Authorisation

This form is available on our [website](#) and can be submitted electronically, you are agreeing to our Terms and Conditions & to GDPR authorisation.

1. Clients Name & Address

Full names of all persons having the works carried out.

City or Town	
County	Post Code
Phone	
Mobile	
Email	

2. Agents Name & Address

Person having the knowledge and authorisation of the clients.

City or Town	
County	Post Code
Phone	
Mobile	
Email	

3. Site Location & Details

You should provide a post code, also an estimated Start and Completion date for the work, this should be confirmed to us, in writing, when known, giving the required Notice Period, a Site Inspection Schedule will then be agreed. Enter the Contract Value or Budget Cost excluding VAT and professional fees.

Site Address		
City or Town	County	Post Code
Net Contract Value £	Start Date	Completion Date

4. Description of Works

Include all elements of the works, individually, also the number of storeys above and below ground level and if over 18m in height. Also state the previous and proposed uses of each with the total number of units, dwellings or flats, continue on an attachment if necessary. Separately identify any installation or alteration of a flue, fuel burning appliance such as gas, oil, wood burning and the like, these will require a registered installer and commissioning certificate. You should enter separately any work controlled under a Part P, Electrical Safety Certificates, you must use a registered electrician, the registration number must be supplied before work commences. These additional controlled items will be excluded from your application if not stated.

5. Signatures & Declaration

We hereby instruct you to proceed with this engagement, if signed by a duly authorised agent (S2), the agent undertakes to have the knowledge and authorisation of the clients (S1) to instruct this engagement and GDPR private data usage, on behalf of the clients (S1). The instruction includes, in either case, 1) the authorisation for Building Control Partnerships Ltd, as the Approved Inspector, to sign on behalf of the clients, (S1), the Initial Notice and all subsequent notices or communications, 2) you have read and agree to Building Control Partnerships Ltd's Terms and Conditions of business, 3) that, under the GDPR, you give express permission for personal data to be used, stored and transmitted lawfully and in accordance with Building Control Partnership Ltd's, GDPR, personal data policy. All referenced documents are available on request, this agreement is in the plural, the singular applies and vice-versa, a gender shall include all other gender.

(1)
(2)
Clients or Authorised Agents Signatures	Print in BLOCK Signed Names	State if Clients or Authorised Agent	Date of Instruction

6. Invoice Name & Address

If different from Section (1), the legally responsible person for payment, they must also email us accepting this liability.

City or Town	
County	Post Code
Phone	
Mobile	
Email	

7. Contractors Name & Address

If known and or supply details as and when or on change, this forms part of our risk assessment and must be approved and on change.

City or Town	
County	Post Code
Phone	
Mobile	
Email	

8. Fees and Payment

You should pay our fee with this form to avoid delay or within any written term agreement we have with you. Please pay by BACS to **Lloyds Bank**, Account: **02915371**, Sort: **30-94-44**, for Reference: use your (S3) **Site Post Code**. Payment liability remains with the clients until payment is received.

Fee Paid: £	Date Paid:	Payment Method:	Quote Reference:
-------------	------------	-----------------	------------------

9. Additional Information

You should tell us of any relevant additional matter that may effect your submission or site conditions or the development in general. If you have not paid your fee with this form please say for what reason.

10. Notes & Significant Terms & Conditions Extract

Notes

1. This form can be in more than one private individuals name, (S1), all named are advised to individually sign the Declaration (S5), where they are private data subjects. This is to ensure compliance with the GDPR in protecting each private individuals data rights. If a single person signs the Declaration (S5) it is their duty to also ensure, they have, under the GDPR rules, the written authorisation of each and every named private individual to proceed and that they can pass-on that authorisation to allow BCP's personal data usage policy to be complied with.
2. A duly authorised agent, (S2) can complete the form and instruct our engagement and thereafter, act for the client. However, they must declare (S5) they have the knowledge and authorisation of the clients.
3. It is essential that the site address (S3) is correct, if there is a street address this must include the correct property number and unit suffix. The Registration may be rejected if there is an error, causing delays and or reversion, which can not be reversed.
4. The projects work description parts should be individually described, with stories, numbers of units and use before and after. Specialist approvals should be identified separately, examples are fuel burning appliances, Part P electrical safety and the like.
5. Sewers under or within 3m of a foundation footprint must be located on site and also verified on the Map of Sewers held by the Water Authority, by the clients or agent and submitted 14 days before the commencement of work. Delays, costs and a Water Authority Building Over Agreement should be expected by the clients.
6. For proposed dwellings, including flats, you are responsible to review your Planning Permission for any condition relating to unit Access and Facilities requirements. You must send with this registration a copy of such a Planning Permission and Conditions and make reference to this in (S9), if relevant.
7. You will, after Registration, receive *Engagement Documents* for approval. Also possibly, a Part 2 form which will request information on site specific risk factors. You must be sure all data is correct, this is your responsibility.

8. If a person other than the named clients (S1) is to be liable for payment to BCP, please complete (S6). The liability for payment will not pass from the clients, (S1) to (S6) until we receive an email confirming acceptance of liability from (S6) and we agree this in writing with you and them. Any none payment will revert the payment liability to the clients.
9. Do not pay our fee to any other party, contractor, employee or office other than to, **BCP, Finance Department, The Hall, Lairgate, Beverley, HU17 8HL** or by bank transfer as in (S8). If you pay a third party and they do not pay BCP or your payment does not clear into our account, you (S1) will remain liable for BCP's fee directly.

Significant Terms & Conditions Extract

- A. If you do not wish to proceed with this Registration, email support@building-control.com within 14 days of notification, ensure you receive a reply. We will then cancel this Registration and revert all private data in our systems. After 14 days this Registration and Declaration forms a binding contract between BCP and the Clients (S1), fees are then not refundable or if not paid, will remain as having to be paid.
- B. BCP's total liability is limited to a maximum of a multiple of Ten times the Net Fee balance, that was paid inside terms, calculated at the time of claim, unless agreed by formal CICAIR contract.
- C. An Approved Inspector is not a *Clerk of Works* or *Private Surveyor* and has a much reduced scope of responsibility. We are a statutory body not responsible for the compliance or otherwise of the construction, this remains always with the contractor and finally with the property owners.
- D. You must pay your fee on time and remain within terms or we may cease our professional input and return your project to the Enforcing Authority, without notice. You must STOP work if we tell you to do so and comply with any instruction we give you.
- E. The contractor must be notified to BCP on appointment and on change and approved, (S7).
- F. Where Warrantees are available, an agreed provider must be engaged by the client. We do not carry out

single type warrantee inspections. The warrantee provider must undertake their own due diligence.

- G. Where there is a national scheme for Approved Installers or Systems such a provider and or system must be engaged by the clients and certified to us.
- H. Proposed or alterations to buildings over 11m and also 18m to the highest floor must be notified and Part 2 of this form completed. This also applies to any height of proposed or altered, special uses, including, Institutional, Care, Assembly, Schools and the like use buildings, in whole or part, where there is sleeping accommodation.
- I. You must not commence work until we authorise you to do so, this will be after 8 working days from *Initial Notice* service, subject to anomalies, plan and or site assessment, consultations, sewer Building Over Agreements and fee payments. You would be proceeding at your own liability and may have to revise work carried out or have it reverted, if you do.
- J. You are, by continuing with Registration, confirming you agree with our Terms & Conditions and our GDPR Personal Data Policy. Depending on the complexity of the project, you may further be asked to enter into a formal contract. This is based on our regulators, the CICAIR, model form of contract for Approved Inspectors, we can not accept any other terms, form of contract and or variation. Only a Director of BCP can sign documents on behalf of BCP.
- K. Registration does not infer or give approval of your project. It is for the purposes of The Building Regulations only, you are responsible for all other statutory and civil permissions and notifications. Any instruction or the like given by ourselves is not to be construed as providing an opinion or approval for any other permission. Particular attention should be made of your responsibilities connected with Planning Permission, The Party Wall Act, Building Over or within 3m of a Sewer, the Fire Authorities consultation and legislation, any Demolition Notice and the like, this is not an exhaustive listing.
- L. Referenced documents are available on request, documents are in the plural, the singular applies and vice-versa, a gender shall include all other gender.