

CORPORATE APPROVED INSPECTOR SERVICE SUBMISSION FORM

Please complete all sections of this form as any errors or omissions could result in your start date being delayed.

Enq No:	Job No:
1. Owner / Occupier Information	
Title: Mr/Mrs/Miss/Ms	Other Please state:
Full Name:	
Address:	
	Postcode:
E-mail:	Telephone No:
2. Builder / Agent Information	
Title: Mr/Mrs/Miss/Ms	Other Please state:
Full Name:	
Company:	
Address:	
	Postcode:
E-mail:	Telephone No:
3. Location of Building to which work relates	
Address:	
	Postcode:
4. Proposed Work (e.g. Loft Conversion, Two Storey Rear Extension etc)	
Description:	
Council:	
Local Water Authority:	
5. Use of Building (Dwelling, Shop, Office etc)	
a.	Please state proposed use of building:
b.	State present use:
c.	Is the building a workplace: YES / NO
6. For Dwellings/Flats	
a.	Is it a new dwelling/flat? YES / NO
	If YES, Planning Permission Ref:
	If YES, Please state 'Optional Requirements' below:
	If YES, Please state Warranty Provider:
7. Sewer Connection Statement	
a.	Are you building over a sewer or making a new sewer connection? YES / NO
If YES, please state the approximate location of any proposed connection to be made to a sewer:	
If no connection is to be made to a sewer and an alternative method will be used i.e. septic tank or cesspool, please state proposed method and provide the location in relation to the new extension or dwelling.	

8. Person Invoice should be sent to:

<input checked="" type="checkbox"/>	Owner / Occupier	<input checked="" type="checkbox"/>	Builder	<input checked="" type="checkbox"/>	Agent
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Email:

9. Person correspondence should be sent to:

<input checked="" type="checkbox"/>	Owner / Occupier	<input checked="" type="checkbox"/>	Builder	<input checked="" type="checkbox"/>	Agent
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Please note that the confirmation of appointment will always be sent to the Client for information. Where required the client will be contacted to keep them informed of outstanding items throughout the project

10. Location Plan

A location plan is required for all submissions and is requested by the Local Authority. PCC Ltd can provide the Location Map.

Please use box to indicate if you would like PCC Ltd to obtain this.

If it is a new extension or dwelling, please mark up on a 1:1250 location plan where any proposed connection to a sewer will be made.

Please note if an amendment notice or cancellation notice is required Prime Construction Limited reserve the right to charge a nominal administration fee

11. Signature Statement

I hereby instruct Prime Construction Consultants Limited to act as Corporate Approved Inspectors for the agreed fee of £_____ (plus VAT £_____) where 50% of fee is due on submission and the balance of fee on commencement of works on site.

Name :	Date:
Signature :	

PAGE THREE MUST BE SIGNED BY THE OWNER
(Alternatively an authorised confirmation email directly from the owner will be acceptable)

12. Return Submission Form to:

PRIME CONSTRUCTION CONSULTANTS LIMITED
27 TURKEY COURT
TURKEY MILL BUSINESS PARK
ASHFORD ROAD
MAIDSTONE
KENT
ME14 5PP

Telephone No: 01622 692249

E-mail: alex@primebc.co.uk



**Authorisation Letter required by the Local Authority Building Control
To be signed by the Owner only and not an Agent / Builder**

Dear Sir / Madam

RE: _____
(Location of Building Works)

As the Owner of the above property, I agree with the contents of the submission form and hereby authorise Prime Construction Consultants Limited to sign the Initial Notice on my behalf.

Yours sincerely,

Signature: _____

Print Name: _____

Date: _____