

Application Form

Please complete and return to:
MC Plan and Site Services Ltd

Independent Building Control Consultancy

> **Mandatory Information**

Site Address	Unit Name		
	No/Street		
	Town County		Postcode
Name & Address of Client	Name	Phone No	
	No/Street		
	Town County		Postcode
> Clients email address			
Name & Address of Agent/Architect	Name	Phone No	
	No/Street		
	Town County		Postcode
> Agent / Architects email address			
> Plan Submission Options		> <input type="checkbox"/> By Post > <input type="checkbox"/> By Email	
> Who is responsible for the payment of invoice?		> <input type="checkbox"/> Applicant > <input type="checkbox"/> Agent	
Commencement Date of Works			
Description of the work:		Office use only Purpose group: Minor Work Yes <input type="checkbox"/> No <input type="checkbox"/> Consult FA Yes <input type="checkbox"/> No <input type="checkbox"/>	
In which Local Planning Authority area is the proposed works?			
What is the project value of the work?		£	
Please indicate who the New Home Warranty Provider is		If no warranty has been provided please indicate > <input type="checkbox"/> No <input type="checkbox"/> Yes	
Are there any local enactments applicable?		> <input type="checkbox"/> No <input type="checkbox"/> Yes If Yes please clarify	
Will there be a new connection to a public sewer ?		> <input type="checkbox"/> No <input type="checkbox"/> Yes (Please indicate on the 1:1250 location plan the positioning of the Foul and Surface Water)	
Are you aware of a foul or surface water public sewer below or within 3 metres of the proposal?		<input type="checkbox"/> No <input type="checkbox"/> Yes Please provide full details and position(s) which should also be Shown on the on a site plan.	
Site Plan to 1:1250 scale		<input type="checkbox"/> Enclosed Please clearly indicate any newly extended, new building , or a new connection to a PUBLIC sewer , on the 1:1250 site plan	

Fee Quotation

Fees quotations are based upon estimated cost of works (or the floor area in respect of domestic extensions). All fees are charged in accordance with the standard terms and conditions laid out by MC Plan and Site Services Ltd, available from our website at www.mcplanandsiteservices.co.uk.

In order to validate an application with the relevant Local Authority, a non refundable '**plan examination**' payment fee equal to 25% of the total fee quotation will be required at the application stage of the process. This must be received '**within five working days**' of any works commencing. The remaining 75% of the fee quotation balance will be due on commencement of site works.

Application fees can be paid online, faster payment, (Company sort code: 40-37-36: Account number: 82182327), cheque, PayPal and by INTUIT payment service using a credit/debit card.

The financial department will telephone the person wishing to make a credit/debit card payment via INTUIT payment upon receipt of the completed application form.

I hereby authorise **MC Plan and Site Services Ltd** to sign the Initial Notice on behalf of the client in relation to this application. By signing this application form I accept the requirements and will ensure a housing warranty will be in place upon commencement of works in respect of any new housing.

Submitting this application form I accept the **Terms and Conditions** of business and authorise **MC Plan and Site Services Ltd** to act in the capacity as a Corporate Approved Inspector, licensed by the Construction Industry Council.

A total agreed fee payable to MC Plan and Site Services Ltd £.....'incl of the following' Plan Deposit Fee £.....Inspection Fee £.....

Signed

Dated.....