



This form must be completed where works reach commencement stage following an application for Building Control Approval with Full Plans or Initial Notice, and the proposed building work involves the creation of one or more new residential dwellings or purpose-built student accommodation.

1 CLIENT DETAILS* (the person who is making the application)

Name:

Address:

Postcode: Telephone:

Email:

2 CLIENTS REPRESENTATIVE (if the client is not completing the form)

Name:

Address:

Postcode: Telephone:

Email:

3 BUILDING REGULATION APPLICATION/INITIAL NOTICE TO WHICH WORK RELATES (if already submitted)

Building Control Route: Full Plans (local authority) ☐ Initial Notice (RBCA) ☐

Name of RBCA (where applicable):

BC Reference Number:

4 LOCATION TO WHICH WORK RELATES*

Address:

Postcode:

5 PROPOSED WORK*

Description:

6 COMMENCEMENT *

Number of first plot to reach commencement stage (Reg 46A)

The date the first plot was/will be commenced

7 B1. LEVY CHARGING CONDITIONS STATEMENT: *

Tick **all** the Charging Conditions below, that apply

- ☐ **Charging Condition 1:** the works constitute, or form part of, a major residential development.
- ☐ **Charging Condition 2:** the works result in the creation of new residential floorspace
- ☐ **Charging Condition 3:** the client is not an 'exempt person'

Tick **one** of the following options

- ☐ a) Levy charging conditions are met (all 3 Charging Conditions above apply)
- ☐ b) Levy charging conditions are not met (At least one of the Charging conditions above **does not** apply)
- ☐ c) A statement and evidence have already been provided previously in relation to this building work

Provide an explanation/evidence for your answer to a – c above

12

C3. COMMUNAL SPACE FOR RESIDENTS (IF ANY) (Gross Internal Area (GIA) in m²; rounded to the nearest whole number) (continue on a separate sheet if needed):

For each communal area: categorise as 11(1)(a) (residents only) or 11(1)(b) (mixed benefit).

For 11(1)(b), provide the unit-level GIA

Area name	GIA (m ²)	Category (a)/(b)	Relevant residential units GIA (b)(i))	Other units GIA (b)(i))	Notes

13

C4. BASELINE FLOORSPACE (only if the building was already a relevant residential building at time of application)

COMPLETE WHERE THE BASELINE FLOORSPACE IS REQUIRED FOR CHARGEABLE FLOORSPACE CALCULATIONS

Building/Unit	Baseline category (dwelling/PBSA/communal)	Baseline GIA (m ²)	Notes

14

EVIDENCE REGISTER: LIST ALL EVIDENCE PROVIDED (permissions/prior approvals, drawings, floorspace schedules, exemption evidence, prior determinations, etc.).

Item	Document Title/Reference	Date	What t

DISCLAIMER

The Councils Babergh District Council or Mid Suffolk District Council (BMSDC) will be Data Controller of the information you are providing. That means BMSDC will be responsible for looking after it as required by the Data Protection Act 2018 and will only use the information for performing the Councils function described in this form. Signing this form gives your consent to us using the data for the purposes described in this form. For more information on your rights in regards to your personal information and how to access it, visit our website, either www.babergh.gov.uk or www.midsuffolk.gov.uk and click on "Your Right to Information" or call customer services on 0300 1234000 and ask to speak to the Information Governance Officer.

STATEMENT

This notice is given in relation to the building work as described, and is submitted in accordance with The Building Safety Levy (England) Regulations 2025

Signature:

Name:

Date: