



Please find below explanatory notes for completing the Partnership Scheme application form.

<b>1</b>	<b>Applicant details</b>
	The applicant is the person on whose behalf the proposed work is being carried out i.e. the building's owner.
<b>2</b>	<b>Agent details</b>
	The agent is the person who all correspondence is sent to.
<b>3</b>	<b>Location of building to which work relates</b>
	Provide an address to the location to which building works relates. Submit a site location plan to a scale 1:1250 showing the size, position of the building and site boundaries.
<b>4</b>	<b>Proposed work</b>
	The proposed work outlines the proposal and the description will appear on the completion certificate. State if the works are over or within 3 meters of a public sewer. The local authority is required to notify the sewerage undertaker.
<b>5</b>	<b>Use of building</b>
	The use of building states residential, commercial or industrial. The Regulatory Reform (Fire Safety) Order 2005 will apply to all commercial and industrial uses in most cases and applications may require consultation with the local fire authority.
<b>6</b>	<b>Standard charges</b>
	The standard charges can be found on the St Albans City & District Council website or on reception. Charges are individually determined for commercial and larger more complex domestic proposals.
<b>7</b>	<b>Domestic electrical works</b>
	Domestic electrical works, all electrical work must be designed, installed, inspected and tested by a registered person competent to do so.
<b>8</b>	<b>Conditions</b>
	Deposited plans can be subject to Conditions. Should you allow conditions to be granted works will have to satisfy the conditions during construction prior the release of the completion certificate.
<b>9</b>	<b>Extension of time</b>
	Building Control will aim to provide a decision within 5 weeks but if you allow the extension of time to 2 months you avoid receiving a rejection if insufficient information is supplied at submission.
<b>10</b>	<b>Completion certificate</b>
	The completion certificate is issued following satisfactory completion at the end of the works.
<b>11</b>	<b>Statement</b>
	Sign the statement to indicate the applicant or agent understands the application process. The valid date will be taken from submission and not the date indicated on the application form.
<b>12</b>	<b>Planning</b>
	You are advised to ensure that any necessary planning permission is obtained before commencing the proposed work. For further information please contact the Planning department.
<b>Notes</b>	
Persons proposing to carry out building work or make a material change of use to a building are reminded that notice may be required under the Party Wall (etc.) Act 1996 to adjoining properties.	
A Partnership Scheme application shall cease to have effect from three years after the deposit date specified by the local authority unless the works has commenced before the expiry of that period.	
One copy of his form is to be filled in by the person who intends to carry out the building works or their agent and shall be deposited with two copies of the plans and any relevant structural calculations.	
A Partnership Scheme application has two charge stages. The plan charge must first accompany the application form and deposited plans. The inspection charge is then payable after the first site inspection (once the works has commenced) and will be invoiced by the partnering authority.	
Charges are payable by the person by whom or on whose behalf the work is to be carried out.	
For further information applicants can consult the St Albans City & District Building Regulations Charges 2010.	