

To be submitted with the first commencement notice (or equivalent) where required. Attach all evidence and list in the register.

Building Control Application Reference	
Planning Permission Reference	
Date of Commencement Notice	
Client (Liable Party)	

- ☐ Levy charging conditions are met (provide C2 – C4 and evidence
- ☐ Levy charging conditions are not met (provide applicable planning information, explanation, and evidence).
- ☐ A statement and evidence have already been provided previously in relation to this building work (identify what/when).

Category	Number of Dwellings
Social Housing	
Supported Housing	
Exempt Accomodation	

Provide the applicable planning information required at commencement (or confirm previously provided information remains correct and provide updates if not).

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B4. Evidence Register

List all evidence provided (permissions, prior approvals, drawings, floors space schedules, exemption evidence, prior determinations, etc).

Item	Document Title/Reference	Date	What this Evidence Supports



C1. Previous Development Condition Statement

- ☐ Previous development condition is met (permitted development route OR previously developed site).
- ☐ Previous development condition is not met
- ☐ Not sure / requires collecting authority assessment (explain).

Explanation/Evidence if Needed:

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C2. Floorspace Information on Completion (GIA in m²; rounded to nearest whole number)

Ordinary residential dwellings:

Building/Block	Unit/Plot	Dwelling Type	GIA (m ²)	Exemption Category (if any)

Purpose Built Student Accommodation (if applicable):

Building/Block	Bedspace	GIA (m ²)	Notes

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

Complete where baseline floorspace is required for chargeable floorspace calculations

Building/Unit	Baseline Category (Dwelling/PBSA/Communal)	Baseline GIA (m ²)	Notes





Applicant Declaration

- ☐ I confirm that the information provided in this form and any supporting evidence is true and accurate to the best of my knowledge and belief.
- ☐ I agree to notify Ribble Valley Borough Council immediately if any amendments, revised plans, or changes result in alterations to the floorspace or otherwise affect the information provided.

Signed	
Name	
Organisation	
Position/Capacity	
Date	
Email	
Telephone Number	

Please return this form to buildingsafetylevy@ribblevalley.gov.uk or alternatively post to:

Ribble Valley Borough Council
Building Control
Council Offices
Church Walk
Clitheroe
BB7 2RA

PLEASE NOTE – IN ACCORDANCE WITH BUILDING SAFETY ACT 2022, A COMPLETION CERTIFICATE CANNOT BE ISSUED UNTIL ALL OUTSTANDING BUILDING SAFETY LEVY MONIES HAVE BEEN PAID.

