



BUILDING CONTROL STRUCTURAL ENGINEERING SUBMISSION FORM

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Please type or use block capitals.

1

Owner/Applicant's details

Name :

Address :

Postcode:

Tel:

email:

2

Agent (Engineers Practice) (if different from above)

Name :

Address :

Postcode:

Tel:

email:

3

Location address (if different from above)

4

Level of formal check undertaken

Category 1, Minor work with low consequence/risk, Self checked by the designer.

Category 2, Notable work with medium consequence/risk, Internally checked by a second designer within the agent organisation.

Category 3 Substantial work with medium consequence/risk, Internally checked by a Chartered Engineer retained by the agent organisation.

Category 4 Substantial work with high consequence/risk, Regulation 15 (10) Independent checking engineer.

The Department reserves the right to re-assign the category level of the work submitted. This may include increasing the level of the check up to a Category 4 - Full independent check. **(See note 2)**

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Submission information

Plan numbers

Engineers Practice, project reference

Building Control submission reference number (i.e. 00/2011/EF)

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Condition to be discharged (If known)

Description of work

6

Agent's Declaration

Yes No

- a) I/we hereby declare that in acting as an agent for the above submission, in the category of work identified on section 4 of this form, I/we hold the relevant membership level of the IStructE or ICE or similar organisation operated by other Member States of the EU, and recognised by that State's Government.
- b) The design has been verified in accordance with the relevant procedures as set down by the department.
- c) I/we are adequately insured for the level of work previously declared.
- d) This application is made with the owner/owners authority and I am aware and agree that any of the information supplied in this application may be disclosed to relevant States Departments, other relevant authorities, made accessible to members of the public and published in the local media or on the States of Cyprus website (See Note 1)

Name :

Signature:

Date:

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Miscellaneous Notes.

- 1) If the answer to any part of 6 above is '**No**' the department may assess the proposal for adequacy, or return the submission for a higher level of check. **Work must not start** on site, with respect to this submission, until confirmation has been issued by the department.
- 2) **Regulation 15(10)** The report of an independent engineer, approved by the Department, stating the engineer has checked that the design of the proposed structure or service complies with all relevant requirements must be provided if requested by the Department; and for the purposes of this regulation
- (a) "**independent engineer**" means a Chartered Engineer who has been actively associated with a relevant discipline of engineering for at least 5 years since qualifying and has no professional or financial interest in the work that is to be checked, and
- (b) a person is regarded as having a professional or financial interest in the work if that person –
- (i) has been responsible for the design or construction of any of the work in any capacity,
- (ii) or any nominee of that person, is a member, officer or employee of a company, firm or other body which has a professional or financial interest in the work, or
- (iii) is a partner of, or is the employer or employee of, a person who has a professional or financial interest in the work.
- 3) If a Building Control submission has not yet been made by the applicant or an agent working on his behalf, this Engineering submission should be sent to the applicant/agent for simultaneous submission with the architectural design.
- 4) If this submission is being made as an application for undertaking structural alterations, with the engineers practice acting as main agent, then the Departments 'Full' application form should be used together with the completed section 6 declaration of this form.

Further Information

This form will not constitute an application for planning permission, for which separate enquiries are necessary.

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