

## Helpful checklist –

### Before you submit your building control application

- ☐ Ensure you understand what Levy information is required to accompany your application (failure to supply the correct information will result in your application being invalid)
- ☐ Obtain details of your planning application, and status
- ☐ Check whether the works are likely to be a major residential development (10 dwellings or more, or 30 purpose-built student accommodation bedspaces or more); and whether works are part of a wider development under the same planning application.
- ☐ Consider how much, if any, of the development site is previously developed land
- ☐ Consider any exemptions you may have. Please refer to Chapter 3.5 of the [BSL Guidance](#)

### When you submit your building control application

- ☐ Complete your Full Plans building Control application form via the Building Safety Levy page (*can we hyperlink this once the website amendments are live?*) on the Wyre Council website
- ☐ Provide planning permission reference(s) and site location details.
- ☐ Provide details of the type of planning application and the status of this
- ☐ Provide the number of dwellings and/or purpose-built student accommodation bedspaces created by the works.
- ☐ If your Building Control is via a Registered Building Control Approver route - you must also provide a signed statement from the named client confirming that the Levy information provided is accurate.

### At the point of submission of the first commencement notice

- ☐ Complete the Commencement Notice that we sent you with all your documents when you first applied for Building Control, and also submit the relevant Levy information. You can find the Commencement Stage Levy Form (*Can we hyperlink this to Lia's form*) on our website on the Building Safety Levy page
- ☐ Check whether the works meet the 3 Levy Charging Conditions (*hyperlink this to the relevant page on our website*)
- ☐ Tell us of any changes to the planning details you had told us at application stage

- ❑ Provide floorspace information (gross internal area schedules in m<sup>2</sup>) for dwellings/ purpose-built student accommodation and any communal areas. This must be broken down per plot/unit. Ensure measurements follow the required [gross internal area approach and rounding](#)
- ❑ Provide evidence to support previously developed land status if claiming the discounted rate (previously developed land is assessed against the planning redline and the regulatory definition).
- ❑ Identify any exemptions likely to apply and provide evidence to support the exemptions claim (tenure/provider status, planning obligations, supporting documents, etc.)
- ❑ If your Building Control is via a Registered Building Control Approver route - you must also provide a copy of the first commencement notice and the above levy information to Wyre Council Building Control within two working days of the commencement.

#### **After submission of charging information**

- ❑ Wyre Borough Council (the collecting authority) will have 5 weeks in which to assess the accuracy of the information and will issue either a Levy Liability Notice or a Notice of No Charge.
- ❑ The determination timescale runs from the statutory 'receipt date' (generally when the last of the required levy information, the first compliant commencement notice and supporting evidence are received).
- ❑ If your application is selected for a levy information spot check, we will have 8 weeks to assess the accuracy of the information prior to issuing a Levy Liability Notice or a Notice of No Charge. You may be asked for further clarification/evidence, if so, this 8 week timescale will be extended.

#### **Payment and levy payment certificate**

- ❑ Pay the levy to Wyre Borough Council (the collecting authority). Payment instructions will be provided with the Levy Liability Notice.
- ❑ Payment of the full levy amount must be made prior to the first plot completing
- ❑ Wyre Borough Council will issue a Levy Payment Certificate within two weeks of receiving the full levy payment. This is your evidence that the Levy has been paid.

#### **Completion / final certificate stage**

- ❑ Before completion/final certification, ensure levy position is clear: paid in full or Notice of No Charge received (and not subsequently cancelled).
- ❑ No completion certificates or final certificates will be issued on any plot unless the Levy for the whole site has been paid in full.

#### **Changes, refunds, reviews and appeals (if applicable)**

- If the development changes and affects levy liability, you must submit revised Levy information to us at the very earliest opportunity
- We will re-assess the levy information and issue you with a revised determination notice.
- If you disagree with a levy decision, you may request a review within 28 days of the relevant notice or decision and may be able to appeal to the First-tier Tribunal.