Southend-on-Sea City Council
Building Control

Building Safety Levy Charging Information Form (Application Stage)

This form should be used for Building Control Applications not submitted via the MySouthend Portal where building work creates at least one new dwelling and or purpose-built student (PBSA), or through any other scenario outlined in the regulations the levy may be charged.

The information below **must** be included as part of an application (before the submission of the first commencement notice) for building control approval, for works that relate to the provision of one or more new dwellings or one or more new bedspaces of purpose-built student accommodation.

Applicants/Clients should refer to the Building Safety Levy Guidance and Building Safety Levy (England) Regulations 2025 when completing this form. Where applicable, the collecting authority may request further information or evidence to support the levy assessment.

Application Reference	
Site Address	

Named Client - as defined in The Building Safety Levy (England) Regulations 2025 The named client in relation to a chargeable application is liable to pay the amount of building safety levy charged in respect of the application.	
Named Client:	
Address:	
Email:	
Phone:	

Building Control Approval Route (Please mark the relevant route with an X)

	Full Plans - Local Authority Building Control
	Full Plans - Building Safety Regulator (section 91ZB)
	Initial Notice - Registered Building Control Approver
	HRB Application

A1. Statement: planning permission required / Planning Act 2008 section 33

Yes	No	Select the relevant statement(s)
		Planning permission is required for the development
		Section 33, of the Planning Act 2008 applies to the development

A2. If planning permission is required:

The information set out below **must** be completed. Please select only one statement and provide associated details (where applicable):		
	The works do not require Planning Permission	
	The works do not require Prior Approval	
	Planning Permission has been granted	Ref:
	An application for Planning Permission has been made but not yet determined	Ref:
	An application for Planning Permission has not yet been made	
	Prior approval of the LPA had already been obtained	Ref:
	An application for Prior Approval has been made but not yet determined	Ref:
	An application for Prior Approval has not yet been made	
	The dwellings and / or purpose-built student accommodation are being built as part of a nationally significant infrastructure project	
Associated details - Identifiers / references (permission, application, prior approval, phases, dates):		

A3. Major residential development statement

Yes	No	Please select the relevant statement(s)
		The building work is, or is anticipated to be, major residential development
		The building work is part of a wider development which is, or is anticipated to be, major residential development
		The building work is not anticipated to be major residential development

A4. State the number of dwellings (if any) to be provided that fall within each category

Category	Number
Dwellings to be provided (if any)	
PBSA bedspaces to be provided (if any)	

A5. Local authority area(s) where regulator is building control authority (section 91ZB only)

Complete if the regulator is the building control authority:

Building / Unit	Local Authority Area
Notes:	

A6. Previous levy determination notices (updated applications only)

Provide details of any levy determination notice already given in respect of the original/updated application (if applicable):

Notice type	Reference	Date of Notice	Notes

Statement:			
I confirm that, to the best of my knowledge, the information and evidence provided in this form and in support of the Building Safety Levy charging assessment is true, accurate and complete. I understand that the information provided will be used by the collecting authority to determine whether the Building Safety Levy is chargeable and, where applicable, to calculate the amount of levy payable. I understand that I must notify the collecting authority of any material change to the information provided where this may affect the levy assessment or amount payable.			
Name:			
Signed:		**Dated:**	
Where someone other than the client submits an initial notice, the client must provide a signed statement confirming that the levy information provided is accurate:			