



This form is to be filled in by the person who intends to carry out building work or agent. Please type or use block capitals. If the form is unfamiliar, please read the notes which follow or consult your local Building Control office. Information regarding charges may be obtained from your Building Control office. [Terms & Conditions](#) Apply. [Guidance notes](#) available.

<b>1 Applicant's details (Mandatory fields)</b>		<b>2 Agent's details (if applicable)</b>	
Full Name:		Full Name:	
Address:		Address:	
Postcode:		Postcode:	
Tel:		Tel:	
Email:		Email:	

<b>3 Location of building to which work relates</b>		<b>4 Proposed Work (see note 5)</b>	
Address: <b>NB a block plan must be submitted.</b>		Description:	
Postcode:			

<b>5 Use of building</b>	
If new building or extension please state proposed use:	
If existing building state present use:	
Is building a workplace subject to provisions of the Regulatory Reform (Fire Safety) Order 2005	YES <input type="checkbox"/> NO <input type="checkbox"/> (see note 5)

<b>6 Conditions (see note 6)</b>	
Do you consent to the plans being passed subject to conditions where appropriate?	YES <input type="checkbox"/> NO <input type="checkbox"/>

<b>7 Fees</b>	
The Guidance Note of Charges is available from the District Council, or <a href="#">online</a> .	Plan fee £
<i>When fees are based on estimated cost of the work, a written estimate of the total cost of the work shown on the plans must be provided.</i>	Inspection fee £
Estimated total cost of work shown on plans	£
Total floor area of any new building or extension	m <sup>2</sup>
Payment Method:	Online <input type="checkbox"/> Cheque <input type="checkbox"/> In Person <input type="checkbox"/> Phone <input type="checkbox"/>
Contact information of person responsible for payment	Name: Email: Number:

<b>8 Additional Information:</b>	
Is there a related Planning Application?	YES <input type="checkbox"/> NO <input type="checkbox"/> Reference Number:
Do you consent to an extension of time if necessary? (See note 11)	YES <input type="checkbox"/> NO <input type="checkbox"/>
Is this a partnership application? YES <input type="checkbox"/> NO <input type="checkbox"/> if Yes please state council name:	

<b>9 Statement</b>					
This notice is given in relation to the building work as described, is submitted in accordance with Regulation 12(2)(b) and is accompanied by the appropriate fee. By applying to the council you are agreeing to the Councils Terms and Conditions of Service. <b><i>I understand that further fees will normally be payable following the first inspection by the local authority.</i></b>					
Name:		Date:		Signature	