

Please read the guidance notes to assist in completing this form

1. Applicant details (see note 1)

Name: _____
*Email: _____
Telephone: _____

Address: _____

2. Agent details (if applicable, see note 2)

Name: _____
*Email: _____
Telephone: _____

Address: _____

3. Location/address of building/site to which advice relates

3. Details of advice required (please use a separate sheet if more space is required)

4. Use of the building/s (residential, commercial, vacant flat etc.)

a) What is the **current** and **proposed** building/extension use?

b) Indicate if the building is a workplace that will be subject to the provisions of the Regulatory Reform (Fire Safety) Order 2005. (See note 5)? **YES / NO**

5. Fees (see note 8)

An invoice for £140.00inc will be emailed shortly after receipt of this form.
Please confirm who is to be invoiced for the fee: Applicant or Agent

Note: Cancellation will incur a minimum fee of £35.00 for administration and officer time.

Statement (see note 9): Please read the additional information on page two before signing.

Name: _____

Signature: _____ Date: _____

Information

Notes

A building notice must not be used for works to buildings, which are subject to the Regulatory Reform (Fire Safety) Order 2005. (A Full Plan application must be used in this instance).

*** Please provide an email address; correspondence is sent via email where possible.**

Additional Information

1. Please be aware it may be necessary to expose existing works for inspection.
2. Please submit any existing plans or details as this will help with any advice given.
3. All information viewed on site or supplied will be recorded and may be subject to land registry searches in the future.

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district council