



LINCS BUILDING  
CONSULTANCY

# Building Regulation Application Form Domestic Use



The Building Act 1984  
The Building Regulations 2010

Date Received:

Charge Paid:

Receipt No.

Cashier:

This form should be completed by the person (or his/her agent) who intends to carry out building work. If the form is unfamiliar please read the Guidance Note or contact the office overleaf. **PLEASE TYPE OR USE BLOCK CAPITALS.**

This submission is a (please tick only one box):  Full Plans Application  Building Notice  Regularisation

1. Applicant's details	
Name:	<input type="text"/>
Address:	<input type="text"/>
Postcode:	<input type="text"/>
Tel:	<input type="text"/>
e-mail:	<input type="text"/>

2. Agent's details (if applicable)	
Name:	<input type="text"/>
Address:	<input type="text"/>
Postcode:	<input type="text"/>
Tel:	<input type="text"/>
e-mail:	<input type="text"/>

3. Location of building or land to which the work relates:	
Address:	<input type="text"/>
Postcode:	<input type="text"/>

4. Description of Work	
<input type="text"/>	
Commencement date:	<input type="text"/>

5. Use of Buildings	
For new buildings or extensions please state use:	<input type="text"/>
For existing buildings, please state use:	<input type="text"/>

6. Builder	
Details of the builder/contractor/self build:	<input type="text"/>

7. Conditions (Full Plans Submissions only)	
Do you consent to the plans being passed subject to conditions where appropriate?	<input type="checkbox"/> Yes <input type="checkbox"/> No

8. Prescribed Period (Full Plans Submissions only)	
The statutory time period for dealing with your application may, by agreement, be extended from 5 weeks to 2 months if necessary.	
Do you agree to this?	<input type="checkbox"/> Yes <input type="checkbox"/> No

9. Notice	
<p>a. For electrical work not carried out under a Competent Persons Scheme an additional charge of £410 plus VAT is applicable</p> <p>b. Unless agreed otherwise, schemes exceeding one years duration may be subject to additional charge.</p> <p>c. Applicants/contractors requesting additional inspections not covered by the basic charge may be subject to additional charges.</p> <p>d. The applicant will be responsible for all subsequent charges unless otherwise stated; any changes in responsibility for payment of these charges following invoices will incur an additional charge of £50. If the applicant is not responsible, please state who will be:</p> <p>-----</p>	

## 10. Charges

	Total No.	Income Code			Charges (£)
		Full Plans	Building Note	Regularisation	
New dwellings including associated garages Total of types:.....		LBC378	LBC381	LBC382	
Extension / rooms in roof / floor area not exceeding 10m <sup>2</sup>		LBC379	LBC381	LBC382	
Extension / rooms in roof exceeding 10m <sup>2</sup> but not exceeding 40m <sup>2</sup>		LBC379	LBC381	LBC382	
Extension / rooms in roof exceeding 40m <sup>2</sup> but not exceeding 100m <sup>2</sup>		LBC379	LBC381	LBC382	
Erection or extension of a detached or attached building which consists of a garage, car port or out building having a floor area not exceeding 100m <sup>2</sup> in total and intended to be used in common with an existing building, and which is not an exempt building.		LBC379	LBC381	LBC382	
Conversion of a domestic garage to a habitable room(s)		LBC379	LBC381	LBC382	
Underpinning		LBC379	LBC381	LBC382	
Internal alterations, installation of fittings (not electrical) and/or structural alterations. Domestic main sewer connection. Renovation of a thermal element. Installation of a controlled service. Estimated Cost £		LBC379	LBC381	LBC382	
Window replacement (Non competent person scheme).		LBC379	LBC381	LBC382	
Electrical work (Non competent person scheme).		LBC379	LBC381	LBC382	
Re-roof		LBC379	LBC381	LBC382	
Charge as an individual project agreed with Lincs Building Consultancy		LBC379	LBC381	LBC382	
Total					£

## 11. Statement

This notice is given in relation to the building work as described, is submitted in accordance with Regulation 12 (2) (a)/(b) or 18(2) and is accompanied by the appropriate charges. I understand that further charges may be payable by the applicant following the first inspection.

Name:	Signature:	Date:
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**Cheques should be made payable to 'East Lindsey District Council'**

**Please note** that if work is not commenced, the application ceases to have effect on the expiry of three years from the date of submission. If you are acting as the agent please ensure you have notified your client that additional charges may be payable following the first site inspection.

**Electronic Notification** - Wherever possible we will issue correspondence and notices electronically. If you do not wish us to notify you in this way please tick the following:

I do not agree to receive information electronically

**This form should be completed and submitted to:**

Lincs Building Consultancy, Tedder Hall, Manby Park, Louth, Lincolnshire LN11 8UP

**Contact Details:** Tel: 0870 7551 696 Email: lbc@lincsbc.gov.uk

# Lincs Building Consultancy

## Building Regulations Applications

### Data Protection Notice

East Lindsey District Council is a Data Controller and can be contacted at Tedder Hall, Manby Park, Louth, Lincolnshire, LN11 8UP (Tel: 01507 601111). The Data Protection Officer can be contacted at the same address.

We are collecting your personal data as part of our Public Task in order to process your Building Regulations application as required by regulations 12(2) and 18(2) of the Building Regulations 2010 (as amended) and the Building Act 1984.

Your data will be shared with third parties where consultation is required by legislation, i.e. Water Authority or Fire and Rescue Service, and it may be used for Council purposes, in order to prevent or detect crime, to protect public funds or where we are required or permitted to share data under other legislation.

A record of your application will be kept indefinitely, however any information provided or created as part of your application will be kept for 15 years after the application is completed in line with our retention policy, and then will be securely destroyed.

You have the right to access your data and to rectify mistakes, erase, restrict, object or move your data in certain circumstances. Please contact the Data Protection Officer for further information or go to our website where your rights are explained in more detail. If you would like to receive an explanation of your rights in paper format please contact the Data Protection Officer.

Any complaints regarding your data should be addressed to the Data Protection Officer in the first instance. If the matter is not resolved you can contact the Information Commissioner's Office at Wycliffe House, Water Lane, Wilmslow, Cheshire, SK9 5AF (Tel: 0303 123 1113)

If you do not provide the information required on the application form then we will not be able to process your application.

For further information on our Data Protection Policy please see our website.

Note: Lincs Building Consultancy deliver the Building Control service for East Lindsey District Council.