



LINCS BUILDING
CONSULTANCY

Building Regulation Application Form Commercial



The Building Act 1984
The Building Regulations 2010

Date Received:

Receipt No.

Charge Paid:

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 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. Fire Safety	
Is the building currently used or intended to be used as a building to which the Regulatory Reform (Fire Safety) Order 2005 applies? <input type="checkbox"/> Yes <input type="checkbox"/> No	

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

8. 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	

9. 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	

10. Notice

- a. Unless agreed otherwise schemes exceeding one years duration may be subject to additional charge.
 - b. Applicants/contractors requesting additional inspection not covered by the basic charge may be subject to additional charges.
 - c. If it is necessary to engage a consultant to provide specialist advice in relation to a particular aspect of the building work the cost incurred can be recovered from the applicant.
 - 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:
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11. Charges

	Income Code	Charges (£)
Extension and new build floor area not exceeding 40m ²	LBC380	
Floor area exceeding 40m ² but not exceeding 100m ²	LBC380	
Floor area exceeding 100m ² but not exceeding 200m ²	LBC380	
Window and door replacement (non domestic) and shop front replacements	LBC380	
Alterations not described elsewhere including: <ul style="list-style-type: none">■ structural alterations,■ installation of a mezzanine floor,■ office and/or shop fit-out,■ more than 20 replacement windows and doors (non domestic),■ renovation of a thermal element.	LBC380	
Charges agreed with Lincs Building Consultancy as an individual project	LBC380	
	Total	£

12. 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 or 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.