



Building Regulation Application Form
Building Control Act 1984 Building Regulations 2010

Reference Number: (Office Use Only) Officer: (Office Use Only)

Submission Type (Please tick one box): **Commercial** **Domestic**
Full Plans **Building Notice** **Regularisation** **Partnership**

Have you spoken to a Building Control Officer prior to making this application?

Name of Building Control Officer:

Applicants Details (Building Owner)

Name:

Address:

Tel:

Email:

Agent/Builder Details

Name:

Address:

Tel:

Email:

Location where work is taking place

Address:

Description of work

(i.e. Proposed new build/extension, Replacement...)

Proposed/Existing use of building:

Date of commencement:



Building Excellence
AWARDS 2019
Regional Winner



@Lincoln_CC_BC
City of Lincoln Council
Building Control

Notice

- a. For electrical work not carried out under a Competent Person Scheme an additional charge of £200.00 + Vat.
- b. Applicants/contractors requesting additional inspections not covered by the basic charge may be subject to additional charges using the Council's hourly rates.

Charges

Description	Fee exc. VAT (£)	Fee inc. VAT (£)
Plan Fee		
Inspection Fee		
Building Notice		
Regularisation (No VAT)		
Fee Exempt (Disabled)		
Total Fee's		

*If the applicant is not responsible for the Site Inspection Fee, please state who will be and where the invoice should be sent/emailed.

** If you are unsure on what the fees are for your application, please contact the office on the number below.

How to pay

Payments can be made by using a debit card over the phone by calling 01522 873427 or online at <https://www.lincoln.gov.uk/buildingcontrol>

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. In the case of you or your agent withdrawing the submission any refund will be subject to an administration charge equal to our hourly rate.

Electronic Notification – Wherever possible we will issue correspondence and notices electronically;

If you do not wish to receive information electronically please tick the box

This form should be completed and submitted either by post or email:

Building Control, City of Lincoln Council
City Hall, Beaumont Fee
Lincoln, LN1 1DD

Tel: 01522 873427

Email: building.control@lincoln.gov.uk

Statement

This notice is given in relation to the building work as described, is submitted in accordance with Regulation 12 (2) (a)/(b) or 21 (3) 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

Data Protection – Please note that information given on this form will be recorded on computer, and is subject to the provisions of the Data Protection Act, and the terms of the Council's registration.

Important Information

1. **By completing and submitting this form**, you are giving notice of your intention to carry out building work and deposit the attached drawings and other documents as required by the building regulations.
2. In the case of a Building Notice, in accordance with Building Regulation 12 (2) (a) it is your intention to carry out the domestic building work described in Section 3 and 5, of the Building Regulations 2010.
3. In the case of a Full Plans Application, this notice is being given in relation to the building work as described, and is being submitted in accordance with Regulation(2)(b) and is accompanied by the appropriate charge. Please understand that further charges (Inspection Charges) will normally be payable following the first inspection by the local authority. By completing and signing this form, the Council accepts that you have consented to the time period for consideration of the application being **extended to two months** and that, if appropriate you wish the application to be passed with conditions.
4. In the case of an application for Regularisation, this notice, given in relation to the work described, is submitted in accordance with Regulation 18 and is accompanied by the appropriate charge (and plans where applicable). Please understand that the local authority may require you to take such reasonable steps (e.g. opening up of unauthorised work for inspection, making tests and taking samples) as appropriate, to establish compliance or otherwise.
5. In all cases, the Council may require the submission of further information to show compliance with the Building Regulations.

Fire Consultation

Applicant(s) should be aware that under the terms of The Building Act 1984, Section 15, the Local Authority will as required consult with the Fire and Rescue Service and pass on those details that you submit on your application form for the purposes of determining the Building Regulations application. Without this data collection, we could not process the application. Applicant details are only passed on to the statutory consultee(s). If you have any queries regarding this consultation process please telephone 01522 873427. Further details regarding information rights are available on the Information Commissioner's Office website at www.ico.org.uk

Sewerage Consultation

Applicant(s) should be aware that under the terms of The Building Regulations 2010, the Local Authority will as required consult with the Sewerage undertaker and pass on those details that you submit on your application form for the purposes of determining the Building Regulations application. Without this data collection, we could not process the application. Applicant details are only passed on to the statutory consultee(s). If you have any queries regarding this consultation process please telephone 01522 873427. Further details regarding information rights are available on the Information Commissioner's Office website at www.ico.org.uk