



This form is only to be used where building work has previously been undertaken without prior Building Regulation approval being obtained from this authority i.e. Unauthorised Work, and the applicant/owner now wishes to 'regularise' the situation. (See Note 1 overleaf).

This form is to be filled in by the applicant/owner responsible for carrying out the building work. If the form is unfamiliar please read the notes on the reverse side or consult the office indicated. Please type or use block capitals.

1 Applicant's details

Name :
Address :
Postcode : Tel.: Fax:
Email:

2 Agent's details (if applicable)

Name :
Address :
Postcode : Tel.: Fax:
Email:

3 Location of building to which work relates

Address :
Postcode :

4 Proposed work

Description :

5 Use of building

1. If new building or extension please state proposed use :
2. If existing building state present use :
3. Is the building to be put, or intended to be put, to a use which is subject to the Regulatory Reform (Fire Safety) Order 2005 (see note 5) YES/NO

6 Date built

Specify approximate date when the building work was commenced :

7 Charges (see note 4, and separate Guidance Note on Charges for information)

1. Please state total estimated cost of proposals :
2. Please state total floor area of new building or extension :
3. New housing - please state number of dwellings :

8 Additional information

1. Do the proposals involve the construction of a vehicle crossing over the highway (footpath) YES/NO
2. Are there any trees on this or adjoining sites, or within the highway/landscaped areas YES/NO
If yes, full details must be provided on your plans

9 Statement

This notice is given in relation to the building work as described, is submitted in accordance with Regulation 18(2) and is accompanied by the appropriate charge.

Name: Signature: Date:

(Please see notes overleaf)

