

For office use only

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This application is for a- **Full Plans Application**  
 (Please tick one only) **Building Notice**  
**Regularisation Certificate**

- please sign section 8 overleaf  
 please sign section 9 overleaf  
 please sign section 10 overleaf

If the form is unfamiliar please read the notes first and contact us if you need any help. Please help us by writing clearly and completing the form in black or blue ink.

**1 Applicant's details** (see notes)

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** (see notes)

Description: \_\_\_\_\_

- Please enter the date you expect works to start on site (if known)  
 Or date work started if submitting an application for a Regularisation Certificate
- Is the proposed work subject to a partner scheme or a current LANTAC approval YES  NO

**5 Use of building** (see notes)

- For new buildings or extensions please state proposed use: \_\_\_\_\_
- For existing buildings, please state present use: \_\_\_\_\_
- Is the building to be put, or intended to be put, to a use to which the Regulatory Reform (Fire Safety) Order 2005 applies (see notes) YES  NO

**6 Charges** (See separate guidance note for details of charges)

- Charge paid with this application £ \_\_\_\_\_ + VAT of £ \_\_\_\_\_ Total £ \_\_\_\_\_  
 Please note that VAT is not payable for an application for a Regularisation Certificate
- Where the charge is based on table D, please state the total estimated cost - £ \_\_\_\_\_
- Where the charge is based on table B, please state the total floor area - \_\_\_\_\_ m<sup>2</sup>

**7 Additional Information:** (please continue on a separate sheet if required)

Please complete **only one** of the sections below depending on the type of application you are making.

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### **Section 8 – This is a Full Plans Application**

- (a) Do you consent to a 2 month maximum period for issue of a decision? YES  NO
- (b) Do you consent to the plans being passed subject to conditions where appropriate? YES  NO
- (c) If an inspection charge is payable, the invoice should be sent to - the Applicant  the Agent

#### **Statement**

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

Name: \_\_\_\_\_ Signature: \_\_\_\_\_ Date: \_\_\_\_\_

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### **Section 9 – This is a Building Notice Application**

#### **Statement**

This notice is given in relation to the building work as described, is submitted in accordance with Regulation 12(2)(a) and is accompanied by the appropriate charge.

Name: \_\_\_\_\_ Signature: \_\_\_\_\_ Date: \_\_\_\_\_

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### **Section 10 - This is for a Regularisation Certificate**

#### **Statement**

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

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**

This form may be used to submit applications to any Nottinghamshire Authority

Please make cheques payable to the local authority where the work is being undertaken

The Building Control Service  
**Ashfield District Council**  
Urban Road  
Kirkby in Ashfield, Notts NG17 8DA  
Tel (01623) 450 000  
Fax (01623) 457 332  
[bcadmin@ashfield-dc.gov.uk](mailto:bcadmin@ashfield-dc.gov.uk)

The Building Control Service  
**Gedling Borough Council**  
Civic Centre, Arnot Hill Park  
Arnold, Notts NG5 6LU  
Tel (0115) 901 3740  
Fax (0115) 901 3758  
[buildingcontrol@gedling.gov.uk](mailto:buildingcontrol@gedling.gov.uk)

The Building Control Service  
**Nottingham City Council**  
4<sup>th</sup> Floor Loxley House,  
Station Street Nottingham NG2 3NG  
Tel (0115) 8764028  
Fax (0115) 8763234  
[building.control@nottinghamcity.gov.uk](mailto:building.control@nottinghamcity.gov.uk)

The Building Control Service  
**Bassetlaw District Council**  
Queens Buildings  
Worksop, Notts S80 2AH  
Tel (01909) 533292  
Fax (01909) 533400  
[building.control@bassetlaw.gov.uk](mailto:building.control@bassetlaw.gov.uk)

The Building Control Service  
**Mansfield District Council**  
Civic Centre, Chesterfield Rd Sth  
Mansfield, Notts NG19 7BH  
Tel (01623) 463077  
Fax (01623) 463065  
[bbc@mansfield.gov.uk](mailto:bbc@mansfield.gov.uk)

The Building Control Service  
**Rushcliffe Borough Council**  
Civic Centre, Pavilion Road  
West Bridgford, Notts NG2 5FE  
Tel (0115) 914 8459  
Fax (0115) 914 8452  
[buildingcontrol@rushcliffe.gov.uk](mailto:buildingcontrol@rushcliffe.gov.uk)

The Building Control Service  
**Broxtowe Borough Council**  
Council offices, Foster Avenue  
Beeston, Notts NG9 1AB  
Tel (0115) 917 7777  
Fax (0115) 917 3377  
[pabc@broxtowe.goc.uk](mailto:pabc@broxtowe.goc.uk)

The Building Control Service  
**Newark and Sherwood District Council**  
Kelham Hall  
Newark, Notts NG23 5QX  
Tel (01636) 655807  
Fax (01636) 655825  
[bcsupport@newark-sherwooddc.gov.uk](mailto:bcsupport@newark-sherwooddc.gov.uk)