

**BUILDING CONTROL SERVICES**

Building Control – Public Safety – Specialist Services

The Leonardo Building  
2 Rossington Street  
Leeds,  
LS2 8HD

Application Number:

Tel: 0113 2478106

Email: [building.control@leeds.gov.uk](mailto:building.control@leeds.gov.uk)

[www.leeds.gov.uk](http://www.leeds.gov.uk)

**1 Applicant's details**

First Name (in full) ..... Last Name: .....  
Address .....  
Postcode: .....Tel:..... e-mail .....

**2 Agent's or Builder's details (if applicable)**

Name: .....  
Address: .....  
Postcode: .....Tel: ..... e-mail .....

**3 Location of building to which work relates**

Address:  
.....  
.....

**4 Total Number of Dwellings/Flats .....**

**Number of House Types .....**

**5 Charges     £ ..... ( See notes overleaf )**

**6 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 fee.

Name:

Signature:

Date:

## Notes regarding Charges

The following is an outline of the fees charged for providing a SAP Assessment.

### SAP Assessment Charge

A single dwelling under 300m<sup>2</sup> ..... £100 + VAT

For dwellings over 300m<sup>2</sup> and for multiple works please contact us on (0113) 2478104 or 2478106 to discuss the Charges applicable, or email [building.control@leeds.gov.uk](mailto:building.control@leeds.gov.uk)

## How to pay - please indicate method of payment

By cheque  
(made payable to Leeds City Council ).

Over the counter  
At Development Enquiry Centre   
The Leonardo Building  
2 Rossington Street  
LS2 8HD

By phone using Credit / Debit Card   
Tel 0113 222 4409

### Finely Have You ?

- **Entered the applicants full name.**
- **Entered the full postcode.**
- **Enclosed the appropriate fee.**
- **Signed the form.**
- **Provided 1 copy of any constructional plans.**