

Application Number:

For office use only



Leeds City Council
Merrion House
110 Merrion Centre
Leeds
LS2 8BB

Website: www.leeds.gov.uk/bc **Telephone:** 0113 3786006

Email: building.control@leeds.gov.uk

This form is to be filled in by the applicant/owner or agent who intends to carry out the building work.
If you need further information please contact the office on the number above.

1 Applicant/Owner Details *(Owner of the building)*

First Name: _____ Last Name: _____
Address: _____
Postcode: _____ Telephone: _____ E-mail: _____

2 Agent's or Builder's Details *(If applicable and different to applicant)*

First Name: _____ Last Name: _____
Address: _____
Postcode: _____ Telephone: _____ E-mail: _____

3 Location of building to which the work relates

Address: _____
Postcode: _____

4 Description of Proposed Work

Description of work: _____

Number of Storeys in Building: _____ Estimated Cost of Work: _____
Total Floor Area: _____ sq.m

5 Use of Building

If new building/ extension please state proposed use:

If existing building state present use:

Is the building used as commercial, flat accommodation or any other non-domestic use?

6 Charges

Once your application has been received and accepted an email will be sent to you explaining how to pay the appropriate fee (please provide your email address).

You will have **28 days** in which to pay fee, otherwise an invoice will be sent and an additional administration charge of **£50** will be added.

7 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 fee.

Name: _____

Date: _____

Important Note:

If the invoice needs to be sent to someone other than the application/ owner please provide the following information of the person responsible for payment.

Email address **must** be provided.

Title:	Company Name:
First Name:	Company Number:
Last Name:	Contact:
Address:	Address:
Postcode:	Postcode:
Telephone:	Telephone:
Email:	Email:

ADDITIONAL NOTES

If you need any further information please contact the office on the number at the top of this form.

The Additional Work Charge is the additional charge which is payable for other works which form part of your application.

This application is for Building Regulations only. A separate application must be made if you need Planning Permission. Please contact the Enquiry Centre if you are not sure on (0113) 2224409

PLEASE ENSURE YOU HAVE

- Provided the applicants full name, address and telephone number
- Entered the full postcode
- Provided a contact email address
- Provided an Electrical Certificate of Compliance (if applicable)

Privacy Notice

The information you provide on this form will only be used by the Council in the consideration of your application. The Council is the Data Controller of the information you provide, and we will only process your contact details and payment information on a contractual basis for the purpose of undertaking this work. In addition, the Council has a public task duty under the Building Act 1984 to maintain a register of all of works related to its Building Control functions. This register will include any relevant documents submitted to us (including those which may contain personal data). Non-personal information regarding your application will be made available on the Council's public access website. The Council may also use the information you provide, in our legitimate interests, to contact you with regard to completing an anonymous customer satisfaction survey concerning the service you have received.

The Council's corporate privacy notice, which includes details of the authority's Data Protection Officer and your Information Rights is available at: <https://www.leeds.gov.uk/privacy-statement/privacy-notice>