

**Application Number:**

*For office use only*

**Website:** [www.leeds.gov.uk/bc](http://www.leeds.gov.uk/bc) **Telephone:** 0113 3786006

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



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

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 Location of building to which the work relates**

Address:

Postcode:

**3 Description of Proposed Work**

Description of work:

Total Floor Area:

sq.m

Estimated Cost of Work:

Date work was carried out:

Number of Storeys in Building:

**4 Use of Building**

State the use of the building before work was carried out:

State the use of the building after work was completed:

**5 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 18(2) and is accompanied by the appropriate fee.

Name:

Date:

## ADDITIONAL NOTES

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

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.

**Works can only be *Regulated* if they were carried out after November 1985.**

## 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>*