



Date Received:	Charge Paid:
Receipt:	Cashier

This form should be completed by the person (or his/her agent) who intends to carry out building work.

Submission Type (Please tick one box): **Full Plans**  **Building Notice**  **Regularisation**

**Applicants Details**

Name:

Address:

Tel:

Fax:

Email:

**Agents Details**

Name:

Address:

Tel:

Fax:

Email:

**Location of building or land**

Address:

**Description of work**

**Use of building**

For new buildings or extension please state the use:

For existing buildings, please state use:

**Builder (if known):**

**Commencement date (if known):**

**Notice**

- For electrical work not carried out under a Competent Person Scheme an additional charge of £200.00 + Vat.
- Applicants/contractors requesting additional inspections not covered by the basic charge may be subject to additional charges using the Council's hourly rates.
- If the applicant is not responsible for Site Inspection Fees, please state who will be and where invoices should be sent.

## Charges

Description	Income Code	Fee (£)
New dwelling including associated garages	Dom 1	
Extension – not exceeding 10m <sup>2</sup>	Dom 2	
Extension – exceeding 10m <sup>2</sup> but not exceeding 40m <sup>2</sup>	Dom 3	
Extension – exceeding 40m <sup>2</sup> but not exceeding 60m <sup>2</sup>	Dom 4	
Provision of one or more rooms in a roof space	Dom 6	
Erection or extension of a detached or attached building which consists of a garage, carport or outbuilding have a floor area not exceeding 100m <sup>2</sup>	Dom 7	
Renovation of a thermal element to a dwelling	Dom 11	
All other works not listed based on estimated costs including garage conversion and re-roofing works.	Dom 12	
Window and Door installations	Dom 13	
Gas and Electrical installations	Dom 14	
Domestic sewer connection	Dom 16	
Charge agreed by building control – individual project	Dom 17	
Charge agreed by building control – partnership scheme	Partnership Income	
<b>Total Including Vat (£)</b>		

## Statement

This notice is given in relation to the building work as described, is submitted in accordance with Regulation 12 (2) (a)/(b) or 21 (3) and is accompanied by the appropriate charges. I understand that further charges may be payable by the applicant following the first inspection.

Name	Signature	Date

## Cheques should be made payable to 'City of Lincoln Council'

Please note that if work is not commenced, the application ceases to have effect on the expiry of three years from the date of submission. If you are acting as the agent please ensure you have notified your client that additional charges may be payable following the first site inspection. In the case of you or your agent withdrawing the submission any refund will be subject to an administration charge equal to our hourly rate.

Electronic Notification – Wherever possible we will issue correspondence and notices electronically;

If you do not wish to receive information electronically please tick the box

### This form should be completed and submitted:

Building Control, City of Lincoln Council  
City Hall, Beaumont Fee  
Lincoln, LN1 1DD

Tel: 01522 873427/8/9  
Fax: 01522 567934  
Email: [building.control@lincoln.gov.uk](mailto:building.control@lincoln.gov.uk)

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.