



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**

**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:

**Fire Safety**

Is the building currently used or intended to be used as a building to which the Regulatory Reform (Fire Safety) Order 2005 applies?  Yes  No

**Builder Details**

Builder (if known):

Commencement date (if known):

## Notice

- a. Applicants/contractors requesting additional inspections not covered by the basic charge may be subject to additional charges.
- b. If it is necessary to engage a consultation to provide specialist advice in relation to a particular aspect of the building work the cost incurred can be recovered from the applicant
- c. 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 (£)
Extension or New build floor area not exceeding 40m <sup>2</sup>	Com1	
100m <sup>2</sup>	Com2	
200m <sup>2</sup>	Com3	
Window replacement inc new shop front(s)	Com5	
Alterations not described elsewhere - Estimated Cost £	Com6	
Installation of a Mezzanine floor up to 500m <sup>2</sup>	Com7	
Office or shop fit-out	Com7	
Charges agreed with Building Control – Individual project	Com 8	
Charges agreed with Building Control – Partnership Project	Partnership Income	
Total Including Vat (£)		

## 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 along with 3 copies of the plans to:

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.