

District Council House, Frog Lane,  
Lichfield, Staffordshire WS13 6YZ  
Switchboard: 01543 308000



Direct line: 0300 111 8035

Email: [enquiries@southernstaffs-buildingcontrol.co.uk](mailto:enquiries@southernstaffs-buildingcontrol.co.uk)

## REQUEST FOR BUILDING REGULATIONS CONSENT

### 1. Applicant's details

Name: \_\_\_\_\_  
Address: \_\_\_\_\_  
Postcode: \_\_\_\_\_ Tel: \_\_\_\_\_  
Email: \_\_\_\_\_

### 2. Agent/Builder's details

Name: \_\_\_\_\_  
Address: \_\_\_\_\_  
Postcode: \_\_\_\_\_ Tel: \_\_\_\_\_  
Email: \_\_\_\_\_

### 3. Location of building to which application relates (if different)

Address: \_\_\_\_\_

### 4. Proposed work

Description: \_\_\_\_\_

### 5. Use of building

Intended Use: \_\_\_\_\_ Present Use: \_\_\_\_\_

### 6. Fees

Fee paid (incl. V.A.T.): \_\_\_\_\_ Did we provide you with a fee quote? YES / NO  
Refer our 'Quick Guide' Charging Scheme or leave blank and we will calculate the fee for you

## BUILDING NOTICE or FULL PLANS (Delete as appropriate)

### 7. Person completing this form

Name: \_\_\_\_\_ Tel: \_\_\_\_\_

- Please make cheques payable to 'Lichfield District Council' or phone us to pay by card. A V.A.T. receipt is available upon request.
- Attach location plan, block plan, elevations, plans and building specification and other relevant information.
- Electronic drawings - PDF format and give the drawing size (A1, A4, etc.).
- Full Plans – Please advise if you do not consent to your application being 'Approved Subject to Conditions'.
- Building Notice - We may require amendments or additional information that you are not expecting at any time during the process. Not suitable for all building work- Contact us for advice.
- Additional charges or discounts may apply - 2010 Building Regulations Charging Scheme.
- The Building Regulations 2010 apply as appropriate. If a planning application is also required for this proposal, approval under the Town and Country Planning Acts must be obtained before work commences.

The information provided on this form to Southern Staffordshire Building Control Partnership will be processed strictly in connection with your application in accordance with the Data Protection Act 1998, and will not be used for any other purpose.