



# Application Form

**Please return to:**

Building Control, Shropshire Council, Shirehall, Abbey Foregate, Shrewsbury SY2 6ND

**For the following areas: Wem, Oswestry and Ludlow - Tel: 01743 252430**

**Shrewsbury and Bridgnorth - Tel: 01743 252440**

**For all areas:**      **Fax:** 01743 252619      **email:** [buildingcontrol@shropshire.gov.uk](mailto:buildingcontrol@shropshire.gov.uk)

## Applicant's Details

Name: .....

Address: .....

Postcode: ..... Tel: ..... Fax: .....

email: .....

### Agents Details *(if applicable)*

Name: .....

Address: .....

Postcode: ..... Tel: ..... Fax: .....

email: .....

## Builder/Contractor Details

Name: .....

Address: .....

Postcode: ..... Tel: ..... Fax: .....

email: .....

### Location of Building(s) to which work relates

Address: .....

Postcode:.....

**Work(s) carried out:**

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## Use of Building

1. If new building or extension - Intended Use: .....
2. If existing building - Previous Use: ..... Intended Use: .....
3. Date work was carried out: .....

## Charges *(Please make cheques payable to Shropshire Council)*

For Tables 1 and 2 please state number of (a) house types ..... (b) dwellings .....

For Tables 3 and 4 please state (a) table ..... (b) category .....

Please state estimated cost of work £ ..... floor area ..... m<sup>2</sup>

Fee: £ .....

Name: ..... Signature: ..... Date: .....

## Guidance Notes (with effect from 1 January 2010 until further notice)

These notes are for guidance only. Further details are available from Building Control, Shropshire Council and The Building (Local Authority Charges) Regulations.

- In accordance with Building Regulation 21, the Council may require you to take such reasonable steps, including laying open the unauthorised work for inspection, carrying out tests and taking samples as they think appropriate to ascertain what work, if any, is required to secure compliance with the relevant regulations.
- Persons who have carried out the work are reminded Planning Permission may also have been required and you should contact the Planning Department.
- Regularisations are not subject to VAT.
- The Council are not obliged to accept this application nor if they accept it are they obliged to issue a certificate.
- Cheques should be made payable to **Shropshire Council**. Payment can be made by debit card on 01743 210491.
- Should you have any difficulty establishing the correct Building Regulation charge, please contact Building Control Business Support, Shropshire Council on 01743 252430 or 01743 252440.
- For works associated with Table A (new dwellings) please make contact with Building Control direct.

**If you have any difficulty in either reading or completing this application form, then please contact Building Control on the telephone number provided for assistance.**