

NOTICE OF INTENTION TO ERECT AN EXEMPT BUILDING

The Building Act 1984
The Building Regulations 2010

**PLANNING, BUILDING CONTROL AND RELATED APPLICATIONS METRIC
MEASUREMENTS**

Please note that, in order to avoid legal challenge and to comply with E.C. Directive 80/181/EEC, Planning and Building Control related applications should be submitted in metric rather than imperial measurements. As a result, any application containing imperial measurements only cannot be accepted by the Council and must be returned to the applicant or his/her agent for conversion to metric measurements

THIS FORM SHOULD BE COMPLETED BY THE OWNER OR AGENT, **PLEASE USE BLOCK CAPITALS**. IF THE FORM IS UNFAMILIAR PLEASE READ THE NOTES ON THE BACK.

Date Received
Ref. No.:

**PLEASE PROVIDE A SKETCH PLAN OVERLEAF SHOWING
PROPOSAL IN RELATION TO THE EXISTING BUILDING
AND SITE BOUNDARIES**

1	Applicant's details		
	Name:		
	Address:		
	Postcode:	Tel.:	Fax/E.mail:

2	Agent's details (if applicable)		
	Name:		
	Address:		
	Postcode:	Tel:	Fax/E.mail:

3	Location of building to which work relates		
	Address:		
	Postcode:	Tel:	Fax/E.mail:

4	Proposed work		
	Description:		
	Please state floor area		m ²

5	Materials to be used		
	Walls:		
	Roof:		

6	Sketch Plan		
	Please provide a sketch plan overleaf showing the proposed in relation to the existing buildings and site boundaries.		

7	Statement		
	I undertake to carry out the works in accordance with the specified details.		
	Name:	Signature:	Date:

The information from this form will be processed in compliance with the Data Protection Act 1998. The information may also be cross-checked with other information held by the Council and other relevant agencies to prevent and detect fraudulent applications.

