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| --- | --- |
| **1** | **Site Address/Premises:****Address**: **Postcode:**  |
| **2** | **Full Description of Work:** *e.g Single storey rear extension* |
| **3** | **Development Type:** Domestic [ ]  Commercial [ ]  |
| **4** | **Clients Details** – *Please give full name, postal address and phone number***Title**: **Name:** **Applicants Address Same as Site Address** [ ] **Address** *(If different from site)***:****Postcode:** **E-Mail: Tel:**  |
| **5** | **Enquirers Details** *(If not the Client):***Title**: **Name:** **Company Name:****Address:****Postcode:** **E-Mail: Tel:**  |
| **6** | **Approximate proposed increase in floor area of project:**m2 |
| **7** | **Anticipated Start Date:** |
| **8** | **Which Local Authority does the property fall under?** |
| **9** | **Planning Application Number**: **Permitted Development/Planning Not required** [ ]  |
| **10** | **Location Plan:**I have enclosed a Location Plan:[ ] I wish for Spire to obtain a Location Plan\*:[ ] **\*An additional fee of £40 + VAT will be added to your quotation***Note: A Location plan is only required for the erection or extension of a building.* |

Completed forms should be returned to enquiries@spirebcs.co.uk or Posted to us at: Spire Building Control Services Ltd, Suite 5 Technology House, Unit 10 High Post Business Park, Salisbury, Wiltshire SP4 6AT along with any relevant design information. A member of our team will contact you.

Thank you