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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](mailto: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