|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| 1 | Host Authority: | | | |
|  | | | |
| Cross Boundary Inspecting Authority / Partner Authority: | | | |
| Lead Surveyor: | E Mail: | | Tel: |
| Host Authority ref (if known): | | Inspecting Authority ref (if known): | |

|  |  |  |  |
| --- | --- | --- | --- |
| 2 | Applicants Details | | |
| Name: | | |
| Address: | | |
| Postcode: | E Mail: | Tel: |

|  |  |  |  |
| --- | --- | --- | --- |
| 3 | Agents Details (if applicable) | | |
| Name: | | |
| Address: | | |
| Postcode | Email: | Tel: |

|  |  |
| --- | --- |
| 4 | Location of building to which this application relates |
| Address: |
|  |
|  |

|  |  |
| --- | --- |
| 5 | Proposed Work |
| Description: |
|  |

|  |  |  |  |
| --- | --- | --- | --- |
| 6 | Charges agreed with client | | |
| Plan Fee: |  | |
| Inspection fee: |  | |
| Host Authority agreed administration fee to be invoiced by Inspecting Authority: | |  |

|  |  |  |  |
| --- | --- | --- | --- |
| 7 | Declaration | | |
| We, the inspecting authority undertake to comply with the LABC Code of Conduct and the PAS Guidelines concerning the provision of building control services. | | |
| Name: | Signature: | Date: |