



EXEMPT ENQUIRY FORM

FOR OFFICE USE ONLY

Suite 2, Coxwold House, Easingwold Business Park,
Easingwold, York YO61 3FB
Telephone: (01347) 822703
Fax No: (01347) 824279
Email: enquiries@nybcp.org

Date Entered:
Case No:

Based on your response to the following questions North Yorkshire Building Control Partnership will be able to offer an opinion as to the need to apply for building regulations approval. You should also provide a sketch plan (a space is provided on the back page) showing the location and overall dimensions of the proposal. The distance from boundaries should be clearly marked. If the development involves complex roof alterations and/or extensions, please submit scaled plans and elevations.

Please complete this form and submit it to the Partnership at the above address and enclose a fee of £30 plus VAT (£36.00). Cheques are to be made payable to Ryedale District Council.

It makes good sense to do this for your own peace of mind, for record purposes when selling your house or to show anyone who questions your right to build.

PART A - About you and your property

1. Your Name and Address:

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Are you the Owner, intended Owner or Agent?

Daytime Telephone No:

2. Address at which the building is to be constructed/works undertaken:

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3. Is the property a

- detached dwelling
- semi-detached dwelling
- terraced dwelling
- flat or maisonette

(d) Will all electrical work be carried out by a person who is a member of a Self Certification Competent Persons Scheme? **YES** **NO**

11. Will the proposed building contain any toilet accommodation? **YES** **NO**

DECLARATION

I hereby declare that the information given on this form is complete and correct and the development does not encroach on my neighbour's property or other land not in my control. I understand that if I disagree with the response, I may make a formal application to the District Council for a Lawful Development Certificate for which a fee is payable and gain a subsequent right of appeal to the Secretary of State if I disagree with the decision.

Signed _____ Date _____

On behalf of _____ (Insert applicant's name if signed by an agent)

Please use the grid below to draw a sketch plan ('birds eye view') which should show:-

- The size and position of the existing dwelling and any outbuildings
- The size and position of the proposed building work
- All boundaries of the property
- The position of the public road and footpath
- The position of existing drains and sewers
- The distance of the proposed development to all site boundaries
- The location of your front door
- The location of any windows within the proposed development

Please note that all dimensions should be metric.

IF COMPLETING THIS FORM ELECTRONICALLY, PLEASE ATTACH PLANS AND ELEVATIONS SHOWING ABOVE DETAILS.

