



Tendring District Council

Building Control Service

Date Received (office use)

Application from a person to the Local Authority to
View Building Regulation Deposited Plans

This form is to be filled in by the present owner of the property. Please use black ink. Please send the completed form to Building Control Section, Council Offices, Thorpe Road, Weeley, Essex CO16 9AJ

Please read the **Note for Guidance overleaf** before completing this form, or telephone 01255 686111 for further advice.

1. Full address of property		
2. Full name and address of present owner of the property		
Name:		
Address:		
Telephone:	Fax:	
E-mail:		
3. Description of the information required (eg original house foundation details)	4. Any other information which may assist locating the correct records (eg application date, reference number)	
5. Declaration		
a) I am the present owner of the above property and wish to view the deposited plans as described above. I have read and understood the notes for guidance overleaf.		
Yes	No	
<input type="checkbox"/>	<input type="checkbox"/>	
b) I authorise the following person to act as my agent and to view the plans on my behalf		
Yes	No If Yes , please complete your Agent's details below	
<input type="checkbox"/>	<input type="checkbox"/>	
Agent's Name:		
Agent's Address:		
Telephone:	Fax:	
E-mail:		
Statement		
I understand that a non refundable charge of £45.00 is payable in advance at the time of viewing the plans		
Signature:	Print Name:	Date:



Website: [www.tendringdc.gov.uk/building control](http://www.tendringdc.gov.uk/building%20control)

Email: BCInspections@tendringdc.gov.uk

Notes for Guidance

1. It is our aim to provide a helpful service and we will endeavour to meet all reasonable requests. It would help us to produce the relevant information if you indicate which information you are particularly interested in, or why you wish to view it.
2. It must be appreciated, however, that the plans and particulars deposited for Building Regulation purposes are **NOT** public file copies and there is no obligation for the Local Authority to display such plans. There is no automatic right for the public to view Building Control records.
3. For data protection reasons the plans and particulars will **ONLY** be displayed to the **PRESENT OWNER** of the property, or that person's nominated agent, on written application and at the discretion of the Building Control Manager.
4. It is **NOT** usually possible to provide copies of deposited plans. The copyright of all plans and particulars belongs to the person who originally produced them.
5. Some older records are archived on monochrome microfilm. They will therefore not be to scale and may have lost clarity due to the microfilming process.
6. It is not usually possible to offer a 'same day' service for applications to view plans. The reason for this is that many records, especially estate developments, are extremely extensive and it can take a considerable time to search and locate the requested information. You will be notified when the records are available to view.
7. No guarantee can be given as to the accuracy of any particulars displayed.
8. The Complex Enquiry charge for viewing Building Regulation deposited plans is displayed in the Weeley Council Offices Reception area. The charge is payable in advance at the time of viewing and is non-refundable.
9. In the interest of data protection, you or your agent may be asked to produce a satisfactory form of identification.
10. This procedure only relates to viewing of deposited Building Regulation plans. If you wish to view plans deposited for other purposes please telephone the Building Control Section on 01255 686111.
11. The Council does not hold construction details for sites where the building control was supervised by a private inspector. In such instances you will be advised of the name and contact address of the approved inspector.