

buildingcontrol@stalbans.gov.uk

This form is to be filled in by the person who requests archived information stored on microfiche. If the person requesting the information is not the architect or owner, a letter of consent should be obtained and attached to the submission. Due to copyright legislation it is **not** possible to search or copy plans and elevations submitted after 1988. If the form is unfamiliar to the applicant please contact the Building Control department. Please type or use block capitals. It should be returned to the address above.

1. Applicant details

Name: _____

Address: _____

Postcode: _____

Tel: _____

E-mail: _____

2. Location of building to which microfiche information relates

Address: _____

Postcode: _____

3. Copying charges

Option one

Initial microfiche search request (£30 per address) plus supplementary charges (where applicable): _____

Items of interest (please tick):

- Completion certificates
- Letter of no further interest
- Exempt works notice letter
- Decision notice
- Plans and elevations
- Calculations or specifications

OR

Option two

Digital copy:

CD-ROM (£35 per address)

EMAIL with pdf attachments (£30 per address)

Printing supplementary charges:

A4 plan or elevation (£1.00 per sheet)

A3 plan or elevation (£3.00 per sheet)

A4 calculation or specification (£0.25 per sheet)

Public sewer map (£3.00 per plan)

4. Statement

Microfiche information is archived back as far as 1970; request for information older than this date will **not** be possible. Completion certificates and decision notices are archived back as far as 1984. However, until 1991 completion certificates were only generated if formally requested on the application form. Equally, a decision notice was only generated if a Full Plans application was submitted.

Building Control cannot guarantee that any relevant information will be found or the eligibility of the archived material. We aim to respond to your request within 5 working days and ask that you sign and date below if you understand the parameters of the search.

Name: _____

Signature: _____

Date: _____