

This form is to be filled in by the person who intends to carry out building works or the agent. If the form is unfamiliar please read the notes on the reverse side or consult the office indicated above. Please type or write block capitals. Double click YES / NO check boxes to enter an 'x'

**1 Applicant's details (see note 1)**

Full Name:

Address:

Postcode:

Tel:

Fax:

email:

**2 Agent's details (if applicable)(see note 2)**

Full Name

Address:

Postcode:

Tel:

Fax:

email:

**3 Location of building to which work relates (see note 3)**

Address:

Postcode:

**4 Proposed work (see note 4)**

Is the weight of the roof going to Increase:                      Decrease:                      Stay the same:

Date of commencement (if known, see note 7)

**5 Contractors/Builders details (if known)**

Full Name:

Company Name:

Address:

Postcode:

Tel:

Mobile:

E Mail:

Are they a member of a Trade Association (e.g. FMB, Trustmark). YES  NO  NOT KNOWN

If **YES** please supply (if known) their Trade Association and Registration Number:

**6 Please note that this application should be accompanied by**

1. Details of any roof strengthening
2. Details of the existing roof insulation
3. A proposal for any additional insulation (where relevant)
4. The correct charge.

**7 Planning Permission (see note 5)**

Has an application for planning Permission been made for this work?

If yes please state application number:

