

# COPIES REQUEST FORM



## DETAILS OF PROPERTY/ SITE

Property Address: \_\_\_\_\_

Original Plot No (if new property) \_\_\_\_\_ Site Plan Enclosed? YES NO

Search Reference Number (if applicable): \_\_\_\_\_ Urgent? YES NO

Was this form sent by fax initially? YES NO

**Please complete as many of the following details as possible:**

## BUILDING CONTROL

**CONTACT:** Miss K Leal (building.control@iow.gov.uk) **TEL:** 01983 823580 **FAX:** 01983 823851

**COPIES REQUIRED:**

DESCRIPTION	APPLICATION NUMBER	DATE OF DEPOSIT	BUILDING REG. APPROVAL ( tick if required)	COMPLETION CERTIFICATE (tick if required)

## PLANNING DEPARTMENT

**CONTACT:** Customer Information Team (development@iow.gov.uk) **TEL:** 01983 823552 **FAX:** 01983 823563

**COPIES REQUIRED:**

DESCRIPTION	DATE OF DECISION	TCP REFERENCE	DECISION NOTICE (tick if required)

ADDITIONAL INFORMATION:

RETURN DETAILS:

Company Name: \_\_\_\_\_ Your Reference: \_\_\_\_\_

Company Address: \_\_\_\_\_

Tel: \_\_\_\_\_

# COPIES REQUEST FORM FEES SCHEDULE

## BUILDING CONTROL

<b>Copy of Building Regulation Approval</b>	£10.00 + VAT (£11.50)
<b>Copy of Completion Certificate</b>	£10.00 + VAT (£11.50)

## PLANNING DEPARTMENT

DOCUMENT	A4	A3
Planning Decision Notice	£10.00	
Appeal Decisions	£10.00	
Planning Committee Report	50p Per Page	
Planning Application Form	£1.50	
Conservation Area Plans – Individual Sheets	£1.00	£2.00
Conservation Area Plans – Complete Book		£40.00
Listed Building Extract (Green Back)	£1.00	
Comments on Listed Building Applications (i.e English Heritage)	£1.00	
Pages of other General Documents	50p Per Copy	

- **Non-urgent requests should be sent by post (see below).**
- **This Request Form will be accepted by Fax (01983 823563/823851) or by e-mail (see overleaf). Should copies be required quickly please circle urgent overleaf. Relevant cheque(s) should then be attached to the Request Form and posted to:**

**Council Offices  
Seaclose  
Fairlee Road  
Newport  
Isle of Wight  
PO30 2QS**

- **Please note that Planning and Building Control are separate departments and therefore it is necessary to supply separate cheques if copies are required from both sections. However, one from is acceptable.**
- **Cheques should be made payable to the “Isle of Wight Council”**