

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: Building Control Admin. Team (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

Copy of Building Regulation Approval	£10.00 + VAT
Copy of Completion Certificate	£10.00 + VAT

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”**