



Waltham Forest

REQUEST FOR BUILDING CONTROL DOCUMENTS

Ref. Number:

1. **Location of building to which enquiry relates:** *(Include former names)*

.....

Post Code:

2. **Work details required?**

3. **Date works carried out?**

4. **Applicants details:**

Are you the owner / prospective owner / agent? Delete if not relevant

Name:

Address (if different from 1 above):

.....

Post Code: **Tel:** **Fax:**

Signature:

Notes:

1. This form is to be completed by those requiring copies of decision notices, completion certificates, confirmation that work is complete or other documents for the sale of a property.
2. A minimum research fee of £35 is required.
3. Cheques are to be made payable to the London Borough of Waltham Forest.
4. Requests for Planning Documentation must be submitted separately.
5. The completed form and payment is to be returned to: Building Control Section, Environment and Regeneration, Waltham Forest Council, Sycamore House, Forest Road, London E17 4JF Telephone: 020 8496 6761/2/3 where the reception desk is open to the public from 9am to 5pm, Monday to Friday. If you have any queries, please contact us on **0208 496 6761/ 6762/6763.**

Environment and Regeneration
Waltham Forest Council
Sycamore House
Forest Road
London E17 4JF
Telephone: 020 8496 6761/2/3
Email building.control@walthamforest.gov.uk

www.lbwf.gov.uk