

Building Control Search Request form guidance note:

Building Control records are kept for 15 years post submission at which point the physical file is securely disposed of keeping only selected information (e.g. application details and other confidential information excluding drawings/plans/calculations).

Please fill in this form and return to the address listed below, enclosing £50 per item you are requesting. Please note that payments should be made to the - London Borough of Camden. Alternatively, you can email the form to us and call 020 7974 6941 for payment.

Architectural drawings are protected under Copyright Law, and as such may not be reproduced without the express consent of the original Copyright owner (i.e. the producer of a given drawing NOT the party for whom it is produced) - this type of Copyright is valid for 70 years from the date of production.

The Copyright in a work of architecture is not infringed by the making of a painting, drawing, engraving or photograph of the work, or the inclusion of the work in a cinematograph film or in a television broadcast. It is therefore advisable that you come equipped to take notes, make sketches and/or tracing.

If you are not the owner/freeholder please obtain and attach a statement from the same giving permission for you to view any files. Alternatively, this form may be used for that purpose by obtaining the freeholder's signature at the bottom.

How to contact us:

Building Control, London Borough of Camden, 5 Pancras Square, London, N1C 4AG

Telephone: 020 7974 4444

Email: building.control@camden.gov.uk

Text phone: 020 7974 6866

URL: www.camden.gov.uk/buildingcontrol

Search Request Form.doc/FA



For Director of Supporting Communities

Please type or use BLOCK CAPITALS.

1	Details of person requesting search		
	Name:	Address:	Postcode:
	Tel:	Fax:	Mobile:
	Email	Tick if you prefer to receive correspondence by email: <input type="checkbox"/>	
2	Freeholder's details (if different from 1 above)		
	Name:	Address:	Postcode:
	Tel:	Fax:	Mobile:
	Email	Tick if you prefer to receive correspondence by email: <input type="checkbox"/>	
3	Address of building to which work relates (PROVIDE AS MUCH INFORMATION AS POSSIBLE)		
	Building Control Serial Number (if known):		
	Address:		
4	Details of request		
	Request copy of Completion or Regularization Certificate/Solicitors Enquiry <input type="checkbox"/> (£50 per copy/enquiry)		
	Request search of archives for structural drawings and/or calculations for building <input type="checkbox"/> (£50 per address)*		
	*For complex searches further fees may be charged.		
5	Charges		
	Total attached (based on Section 4 above): £		
	Please make cheques payable to "London Borough of Camden", and the search/copying charge must accompany this request, or pay by card via telephone on the above number.		
6	Freeholder permission (NOT REQUIRED FOR COPIES OF CERTIFICATES)		
	I hereby attest to being the freeholder of the property named in item 3.		
	I hereby give permission for the file on the above listed premises to be viewed by a third party.		
	Signature of freeholder	Name	Date

Search Request (BC0) (V:29.06.2018)

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