**ACCESS TO FILE REQUEST**

Building control files are not routinely open to members of the public. CNC Building Control will however make plans submitted for Building Regulation purposes available to the public for inspection when the person wishing to view the plans has a proper legal interest.

This will normally be the owner of the property who must demonstrate that the property is in their ownership by providing supporting documentation. If someone is acting on behalf of the owner, we will require a letter of consent from the owner.

Note: “Plans” include documents and information submitted as a part of the application

**This form must be completed before access to the file is provided.**

|  |  |
| --- | --- |
| **Application number** |  |
| **Location of work** |  |
| **Please delete as applicable:*** **I am the current owner of the above-mentioned property.**
* **I am acting on behalf of the current owner of the above-mentioned property.**
 |
| **Name** |  |
| **Address** |  |
| **Signature** |  |
| **Date** |  |
| **Contact number** |  |
| **Email address** |  |
| **Supporting document attached/enclosed:****Utility Bill** [ ]  **Land Registry Document** [ ]  **Confirmation of Consent** [ ] **Other (please specify)** |
| **If known, please specify below which documents you require:** |