**Access to file request**

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Building control files are not routinely open to members of the general 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 current owner of the property who must demonstrate that the property is in their ownership. If someone is acting on behalf of the current owner a letter of consent must be provided.

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

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This form must be completed signed and dated before access is provided to the file

Application Reference

Location

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 ……………………………………………………………………….

Supporting document attached/enclosed:

Utility bill

Land Registry Document 

Confirmation of consent 

Other: please specify …………………………………

Address ……………………………………………………………………

…………………………………………………………………………………

…………………………………………………………………………………

Signature ………………………………. Date ……………………….

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OFFICE USE ONLY:
Evidence of interest in property provided

Staff member: …………………………………………… Date ………………………….. Signature …………………………