**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 …………………………

**How we will use your information**

We lawfully process your personal data in our official capacity as a public body. Your personal details are required for the purposes of administering compliance with the Building Regulations, but any information relating to this application may be used by the Partnership Councils (ie South Norfolk District Council, Norwich City Council, Broadland District Council, Borough Council of King’s Lynn and West Norfolk and Fenland District Council) to carry out their functions as public bodies.

Information supplied may also need to be disclosed outside of the Council to Government departments such as the Department of Transport, Communities and Local Government and other bodies such as the Fire and Rescue Service and Utility companies such as Anglian Water, or in connection with Government anti-fraud investigations.

Under data protection legislation you have the right to request access to, rectification, restriction, or objection to the processing of your personal data, as detailed on our Privacy Policy (available on our website). You can contact our Data Protection Officer at [data.protection@southnorfolkandbroadland.gov.uk](mailto:data.protection@southnorfolkandbroadland.gov.uk) You also have the right to lodge a complaint with the regulator, the Information commissioner’s Office.

We retain records for 15 years from the date of completion of the project, unless an historic or significant building is affected, in which case the record will be held indefinitely.