

# Individually Determined Request Form



GUILDFORD  
BOROUGH



Cert No. 16180-QMS-012  
ISO 9001

Please only complete this form where the fees for the building works which you intend to carry out under the current Building Regulations are not listed within our charges guidance. Please return the individually determined quotation request form to us using the contact details below..

## 1 Details of person / organisation requesting the quotation

Name:

Address:

Postcode:

Tel:

Email:

## 2 Address or location of the proposed works

## 3 Description of the proposed works

## 4 Floor area of the proposed building or extension (M<sup>2</sup>)

## 5 Estimated cost of the proposed building work

£

## 6 Additional information

7 Estimated duration of the proposed building work in months?

8 Are there any high risk construction techniques or innovative features involved (for example fire engineering)? If so please provide further details.

9 Are competent person/self certification schemes being incorporated ? (if so please provide details of each scheme applicable)

10 Will Robust Details Limited Notification be given (if so please provide or attach details)

11 Is there any duplication of building work? (For example work on two or more buildings all of which are substantially the same as each other)

12 Has any pre-application advice been given?

Yes / No

13 Are there any trees within 30m of the proposed building or extension?

Yes / No

14 Are there any plans or details available to indicate the proposed works?

Yes / No

15 Is there anything else you would like us to take into consideration when preparing your quotation? If so please provide details.

## Privacy Statement

The information you provide on this form will be used only for the purposes of the work in connection with your building control application in processing and assessing your project for compliance with the Building Regulations 2010 (as amended) in line with our statutory duty.

Your personal information will be processed in line with Data Protection legislation. It will not be disclosed to third parties for marketing purposes, but may be lawfully shared with certain third parties (consultant structural engineers, electrical engineers and heat producing appliance engineers) for the purposes of assessing compliance under the Building Regulations.

If you believe the data we process on you is incorrect you may request to see this information and, if necessary have it corrected or deleted. If you wish to raise a complaint you can contact our Data Protection Officer at the address below.

If you believe we are not processing your data lawfully you can complain to the Information Commissioner's Office (<https://ico.org.uk>).

Further details are available on our website - <https://www.guildford.gov.uk/dataprotection>, or from the Information Rights Officer, Guildford Borough Council, Millmead, Guildford, GU2 4BB (email: [iro@guildford.gov.uk](mailto:iro@guildford.gov.uk)).