

# ESconsult Service Application



Office use only

**1 Applicants details** – the person for whom the work is being carried out, ie; the building owner

Name:

Address (inc postcode):

Phone (required):

Email (required):

**2 Agents details** – if applicable

Name:

Company name:

Address (inc postcode):

Phone :

Email :

**Building Regulation Application number (if known):**

**3 Location of building**

Address (inc post code):

**4 ESconsult Service required: (please tick service/s required)**

**Quantity**

<input type="checkbox"/>	Compliance check/SAP (single dwelling under 250m <sup>2</sup> )	
<input type="checkbox"/>	Combined package SAP, EPC and air pressure test	
<input type="checkbox"/>	SBEM/EPC	
<input type="checkbox"/>	Air Pressure Test	
<input type="checkbox"/>	Water calculation	
<input type="checkbox"/>	Other (please specify)	

**5 Statement**

This application applies to the building work described. I enclose the correct fee.

Name:

Signed:

Date:

## HOW TO APPLY

<b>Phone:</b>	Telephone 01872 224792 and we will take the details including your payment
<b>Email:</b>	Email the completed form to <a href="mailto:buildingcontrol@cornwall.gov.uk">buildingcontrol@cornwall.gov.uk</a> and we will contact you for payment
<b>Post:</b>	Send your completed form to Building Control, Cornwall Council, Pydar House, Truro, TR1 1XU

## PRIVACY NOTICE (ES Consult applications)

### Who will control my data?

The Data Controller for all the information you provide on this form is Cornwall Council, New County Hall, Treyew Road, Truro TR1 3AY. Data Protection Registration Number: Z1745294

### There's something I don't understand

If you need help in understanding or completing this form, please contact the Building Control registration team on telephone number 01872 224792 or by emailing [buildingcontrol@cornwall.gov.uk](mailto:buildingcontrol@cornwall.gov.uk)

### How we will use the information about you

The information you provide on this form will be used to provide you with the ES Consult service (provided by Cornwall Council's Building Control Service or LABC which is a trading name of District Surveyors Association Ltd) that has been requested.

### Who else will we share your information with?

We will only use this information in conjunction with processing your ES Consult application and the information provided will only be used by the Building Control Service at Cornwall Council and/or LABC which is a trading name of District Surveyors Association Ltd.

### How will we look after your data

Your data will be held within Cornwall Council's secure network and premises and will not be processed outside of (the UK/the EEA). Access to your information will only be made to authorised members of staff who are required to process it for the purposes outlined in this privacy notice.

### How long will you keep this information for?

- 15 years from the date of completion of works

### What are my data rights?

Your personal information belongs to **you** and you have the right to:

- be informed of how we will process it
- request a copy of what we hold about you and in commonly used electronic format if you wish (if you provided this to us electronically for automated processing, we will return it in the same way)
- have it amended if it's incorrect or incomplete
- have it deleted (where we do not have a legal requirement to retain it)
- withdraw your consent if you no longer wish us to process
- restrict how we process it
- object to us using it for marketing or research purposes
- object to us using it in relation to a legal task or in the exercise of an official authority
- request that a person reviews an automated decision where it has had an adverse effect on you

### How do I exercise these rights?

If you would like to access any of the information we hold about you or have concerns regarding the way we have processed your information, please contact: Data Protection Officer, Assurance, Cornwall Council County Hall, Truro, TR1 3AY, Tel: 01872 326424 Email: [dpo@cornwall.gov.uk](mailto:dpo@cornwall.gov.uk)

### I don't agree with something

We would prefer any complaints to be made to us initially so that we have the opportunity to see if we can put things right. However, if you are unhappy with the way we have processed your information or how we have responded to your request to exercise any of your rights in relation to your data, you can raise your concerns direct with the Information Commissioner's Office Tel No. 0303 123 1113 <https://ico.org.uk/make-a-complaint/>

### Why do you need my information?

You have asked us provide you with an ES Consult service provided by Cornwall Council's Building Control Service so we need your name, address and payment details. Without them we will not be able to provide you with the service.

### Your Consent

I have read and understood the above information.

Customer Name:

Customer Signature (please type in or sign):

Date:

# ESConsult

Provider of discretionary services  
linked to the Building Regulations



## Notes:

1. The applicant is the person on whose behalf the work is being carried out ie, the building owner.
2. The fee is dependent on the type of work proposed, please see our separate fee guidance. Any cheques should be made payable to Cornwall Council or payments can be taken over the phone by ringing 01872 224792.
3. Further information and advice in respect of Building Regulations can be obtained from your local council or by visiting our website [www.cornwall.gov.uk/buildingcontrol](http://www.cornwall.gov.uk/buildingcontrol).
4. All correspondence sent to you will be via email.
5. Please sign and date the above privacy notice.

<b>ESConsult Fees (All charges below include VAT)</b>	
The amount you pay reflects the level of service required and is per dwelling:	
<b>Service</b>	<b>Fee</b>
Compliance check and provision of a SAP/EPC per dwelling* (single dwelling under 250m <sup>2</sup> floor area)	<b>£240.00</b>
Compliance check and provision of a SAP/EPC per dwelling* (Single dwelling over 250m <sup>2</sup> floor area)	<b>Price on application</b>
Combined package SAP, EPC and air pressure test (single dwelling under 250m <sup>2</sup> floor area)	<b>£510.00</b>
SBEM with EPC	<b>Price on application</b>
SAP - Highly glazed extension	<b>£300.00</b>
SAP Design	<b>Price on application</b>
On site SAP survey	<b>Additional charge £150.00</b>
Air Pressure Tests (Single dwelling) *	<b>£300.00</b>
Air Pressure Re-Test (Single dwelling)	<b>£150.00</b>
Water Usage calculations	<b>£90.00</b>
Fire Risk Assessments	<b>Price on application</b>
<b>LABC Consult Services</b> offer the following: <ul style="list-style-type: none"><li>• Warranty</li><li>• BREEAM</li><li>• Acoustic Testing</li></ul> For a quote Tel: 01872 224792	<b>Price on application</b>
*For multiple plot sites contact the ESconsult Team direct for a bespoke quote	

<b>Contact us:</b>	
<b>For more information on ESconsult services contact the ESconsult Team:</b>	
<b>Website:</b>	<a href="http://www.cornwall.gov.uk/ESconsult">www.cornwall.gov.uk/ESconsult</a>
<b>Tel:</b>	01872 224792
<b>Email:</b>	<a href="mailto:extendedservices@cornwall.gov.uk">extendedservices@cornwall.gov.uk</a>
<b>Post:</b>	ESconsult, Building Control, Cornwall Council, Pydar House, Truro TR1 1XU