

Applications via Email to Charnwood Council Building Control Service

1. Emails sent to: building.control@charnwood.gov.uk (This email has a higher mailbox limit than individual officers)
2. Max size of email to be 10Mb, so if large schemes please send as 2 or more emails, alternative some large house builders provide all drawings and documents on disk.
3. Application forms are all editable and available to save to your desktop for re-use at <http://www.charnwood.gov.uk/pages/downloaddocuments>
4. Attachments to be PDF documents or Word, Excel or similar, we **cannot** open auto-cad files; any issues please ask and we will advise accordingly.
5. Avoid the use of scanned images such as TIFF or JPEG files as these can be fire walled, we can release these but there is a time delay. Most photos can be quickly and easily printed to pdf by use of free software.
6. No need to send paper copies, we will print off where necessary, saving your printing and postage costs.
7. All decision notices, plan check letter etc will be returned by email, where possible and Approvals will have the drawings and documents listed for clarity.
8. Please add building.control@charnwood.gov.uk to your safe list to prevent any important documents being blocked as spam.
9. After emailing in the application form and plans, we can if you wish, call you and take card payment if you provide the necessary contact details?
10. Please also remember to number plans and also amendments
11. Ensure a scale is indicated and a paper size for example 1:50 at A2

Any issues, comments or assistance required please give us a call.

NOTE: If you prefer to post applications, you may continue but our preferred option for speed is by email but we are aware not all people use email or draw electronically and are happy to accommodate all.