

## Robust Details Amendment & Cancellation Form

Checklist

Tick if enclosed

Completed the relevant amendment:

Original Purchase Statement:  
(or copy of letter to Building Control Body notifying of change)

Original Compliance Certificates:  
(only for plots that are being amended)

Copy of letter sent to Building Control Body:  
(Notifying of cancellations)

Reason For cancellation

- Registered in Error
- Design Unsuitable for RD
- Building Control Body request PCT
- RD Inspection non-compliance
- RD Test non-compliance
- Site Re-Plan

Works Started on Plots

Yes  No

Administration fee:

Fee Applicable **£15** (amend up to 10 plots) **£20** (amend 11-20 plots) **£**  
(per site) **£30** (amend 21+ plots)

Payment Details

VAT@20%

£

Please accept my payment using

Total gross payment

£

Cheque  Debit Card  Credit Card

I enclose my payment of £  Please make Cheques payable to Robust Details Limited

OR please debit the amount £  from my VISA/MasterCard/debit card

Card number  Issue no. (Switch cards only)

Card Expiry Date (mm/yy)  3 digit security number on back of card

Cardholder's name  Cardholder's signature

Cardholder's address

Postcode

Signed  Application date

Print name  Position

## Robust Details Amendment & Cancellation Form

(Please fully complete the sections that need amending on your registration)

Please return the original Purchase Statements and the Compliance Certificates relevant to the plots you are amending.

**Site Name:**

**Original Order:**

### Contact Details (please enter details for the person that we can contact if we have any queries)

**Title** Mr / Mrs / Miss

**Initials**

**Surname**

**Your role?** (please tick as applicable)  
 Builder  Developer  Designer  Other (please state)   
only

**Company Name:**

**Telephone no:**

**Address:**

**email:**

**Post Code**

**Changing the Site details?** No  Yes    
If you answered "yes", please enter new details

**Site name:**

**Site Address:**

**Post Code**

**Changing the Builder details?** No  Yes    
If you answered "yes", please enter new details

**Builder name:**

**Builder Address:**

**Post Code**

**Changing the Building Control applicant details?** No  Yes    
If you answered "yes", please enter new details

**BC Applicant name:**

**BC Applicant Address:**

**Post Code**

**Changing/ Cancelling plot details?** No  Yes   
If you answered "yes", please enter new details on attached sheet

### EXAMPLE

Original Plot Number(s)	New Plot Number(s)	Tick one box only		Quantity of Plots	Plot Type (H or F*)	New Wall RD Type e.g. E-WM-1	New Floor RD Type e.g. E-FC-1
		Cancel	Amend				
1-5		✓		5	F		
60-62	109-111		✓	3	F	E-WT-1	E-FT-1
30-31	30a, 31a		✓	2	H	E-WM-4	N/A

### Plot Schedule (A photocopy of this page may be used as a continuation sheet if required)

Original Plot Number(s)	New Plot Number(s)	Tick one box only		Quantity of Plots	Plot Type (H or F*)	New Wall RD Type e.g. E-WM-1	New Floor RD Type e.g. E-FC-1
		Cancel	Amend				
		<b>Total</b> (carry forward to page 1 or, if applicable, a continuation sheet)					

\*H = house or bungalow  
 \*F = flat / apartment or maisonette

**Please note that any separating walls or floors which are not registered with Robust Details Limited may be subject to the pre-completion testing (PCT) method of satisfying Part E. In the case of flats/apartments, it is essential that you consult the tables in the introduction of the robust details handbook to identify which combinations of walls and floors are permissible, and which would be subject to pre-completion sound testing.**