

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	<input type="checkbox"/>		
Design Unsuitable for RD	<input type="checkbox"/>		
Building Control Body request PCT	<input type="checkbox"/>		
RD Inspection non-compliance	<input type="checkbox"/>		
RD Test non-compliance	<input type="checkbox"/>		
Site Re-Plan	<input type="checkbox"/>		

Works Started on Plots

Yes	No
<input type="checkbox"/>	<input type="checkbox"/>

Administration fee:

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

Payment Details **VAT@17.5%** **£**

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. (debit card only)

Card Issue Date (mm/yy) Card Expiry Date (mm/yy)

Cardholder's name Cardholder's signature

Cardholder's address

Postcode

Signed **Application date**

Print name **Position**

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(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 <input type="checkbox"/> Developer <input type="checkbox"/> Designer <input type="checkbox"/> Other (please state) <input style="width: 50px;" type="text"/>		Company Name:
Telephone no: <input style="width: 90%;" type="text"/> email: <input style="width: 90%;" type="text"/>		Address:
		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

