

Checklist of enclosures

1. Fee enclosed or payment receipt number provided
2. Proof of address
3. Completed sketch plan/enclosed copies of pre-existing plans
4. Planning/Building Regulation Consent/certificates *
5. Fire precaution system test certificate*
6. Emergency lighting test certificate*
7. Service contract for alarm and lighting systems*
8. Gas Safety Certificate*
9. Electrical safety certificate*
10. Copy of Tenancy Agreement/Written Terms
11. Signed declarations in Part 7
12. Signed Data Protection Declaration

* If applicable/available