



## Law & Governance

**BUILDING CONTROL**  
PO Box 7097  
COVENTRY  
CV6 9SL

# Section 39

West Midlands County Council Act 1980  
NOTICE OF INTENTION TO ERECT A STAND

Application No: \_\_\_\_\_

To: Coventry City Council – Notice of intended erection and use of a stand for the accommodation of more than 20 persons at:

**Please Note: This application incurs a fee of £283.00 (No VAT) on submission, which includes one site inspection and consultation with the West Midlands Fire Service, any further fees incurred e.g. structural check or additional inspections will be invoiced following the check**

### 1 SITE LOCATION

\_\_\_\_\_  
\_\_\_\_\_  
Post Code: \_\_\_\_\_

### 2 DESCRIPTION OF STRUCTURE TO BE ERECTED

\_\_\_\_\_  
\_\_\_\_\_  
(a) Number of persons to be accommodated \_\_\_\_\_ (b) Period for which structure is to remain erected \_\_\_\_\_

### 3 FULL NAME OF PERSON WHO IS TO ERECT THE STAND (CONTRACTOR)

Name: \_\_\_\_\_  
Address: \_\_\_\_\_  
\_\_\_\_\_  
Post Code: \_\_\_\_\_  
Tel No: \_\_\_\_\_ Mobile No: \_\_\_\_\_  
Email: \_\_\_\_\_

### 4 NAME & ADDRESS OF PERSON SUBMITTING THIS NOTICE (if different from 3)

Name: \_\_\_\_\_  
Address: \_\_\_\_\_  
\_\_\_\_\_  
Post Code: \_\_\_\_\_  
Tel No: \_\_\_\_\_ Mobile No: \_\_\_\_\_  
Email: \_\_\_\_\_

### 5 ANTICIPATED START DATE \_\_\_\_\_ (Commencement of erection).

### 6 NAME OF OWNER/OCCUPIER OF ADJACENT BUILDING(S) ONLY (where applicable)

NAME: _____	NAME: _____
ADDRESS: _____	ADDRESS: _____
_____	_____
Post Code: _____	Post Code: _____

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**IN ACCORDANCE WITH THE REQUIREMENTS OF THE ACT PLEASE INDICATE BY TICKING BOX.  
NOTIFICATION HAS BEEN SENT TO: -**

I Fire Authority

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**TO BE COMPLETED IN ALL CASES**

**DECLARATION**

I hereby deposit a Section 39 Notice in accordance with the requirements of the West Midlands Council Act 1980.

The submission of a Section 39 Notice requires the Local Authority to assess the submitted proposal. This application incurs a fee of £275.00 (No VAT) on submission, which includes one site inspection and consultation with the West Midlands Fire Service, any further fees incurred e.g., structural check or additional inspections will be invoiced following the check

Please provide full contact details of where the invoice should be forwarded to:

Name: \_\_\_\_\_

Address: \_\_\_\_\_

\_\_\_\_\_ Post Code: \_\_\_\_\_

Tel No: \_\_\_\_\_ Mobile No: \_\_\_\_\_

Email: \_\_\_\_\_

Signed: \_\_\_\_\_ Date: \_\_\_\_\_

Building Control Administration Team  
Telephone: 024 7683 2057  
Email: [buildingcontrol@coventry.gov.uk](mailto:buildingcontrol@coventry.gov.uk)  
Web Address: [www.coventry.gov.uk](http://www.coventry.gov.uk)

**ADDITIONAL NOTES**

- Note 1 This notice should be submitted no later than 5 weeks prior to the intended start date.
- Note 2 Should no notice be received from the Local Authority on the expiry of 5 weeks from submission of this Notice, the work(s) shall be deemed to be approved.
- Note 3 This notice should be returned to: Building Control, PO Box 7097, COVENTRY, CV6 9SL
- Note 4 Should you require assistance with regard to the completion of this Notice, please contact the Building Control Administration Team.

**PLEASE NOTE: Failure to comply with the legislation under the West Midlands County Council Act 1980 may result in you being fined up to £500.00 (Please note this fine is changeable without prior notice).**