

# Building Regulations Regularisation Application Form

The Building Act 1984  
The Building Regulations 2000  
Valid from 1<sup>st</sup> April 2013

## 1 The address of the site/premises

*please attach a site plan if the application is for a new building or an extension*

## 2 Full description of the unauthorised work

## 3 Applicant's details:

Name:

Address:

Post Code:

Tel:

Fax:

Email:

## 4 Agent's details (if applicable):

Name:

Address:

Post Code:

Tel:

Fax:

Email:

## 5 Use of building

1. Previous use (if any)

Present use:

## 6 Charges: (see separate 'Building Control Charges' sheet)

Estimated Cost of  
Building Work  
£

Floor Area  
m<sup>2</sup>

Charge Enclosed:  
£

**Charge exemption – disabled people.** I hereby declare that the work for which exemption from charges is being claimed is directly for facilities for use by a disabled person.  
*Signed:*

## 7 Other information:

Date building work was  
carried out:  
*Give approximation if not  
known*

Have you applied for planning  
permission?

Yes  No

Have you applied for listed building/  
conservation area consent?

Yes  No

## 8 Statement: This notice is given in relation to the unauthorised building work as described, is submitted in accordance with Building Regulation 21 and is accompanied by the appropriate charge. I/We understand that further details/information/works maybe required by the local authority before a certificate will be issued:

Name

Signed

Dated

**Notes & Guidance:**

1. A Regularisation application only applies to unauthorised work commenced on or after the 11<sup>th</sup> November 1985. Applications should be submitted for regularisation only where it is practicable to do so.
2. A regularisation application must be accompanied by the appropriate fee which is charged at a rate of 130% of the fee had the works not been already carried out (VAT is not payable).

The appropriate fee/charge is dependent on the type of work carried out. Charges are set out in the 'Building Control Charges' sheet, which is available on request.

Fees/charges are not applicable to works of alterations or extensions solely for the benefit of disabled people (Section 29 National Assistance Act 1948 as extended).

There is no entitlement to a refund of any regularisation fee/charge paid, particularly if the Council cannot determine what work is required to comply with the relevant requirements.

3. Where the Council receives a regularisation application, they may require the applicant to take such reasonable steps, including laying open the unauthorised work for inspection by the Council, making tests and taking samples, as the Council thinks appropriate to ascertain that work, if any, is required to secure that the relevant requirements are met. If an applicant is unwilling to comply with any reasonable request he/she runs the risk that the Council will be unable to judge whether the work satisfies the applicable regulations.
  4. These notes are for general guidance only; particulars regarding the regularisation application are contained in regulation 21 of the Building regulations 2000 (as amended) and, in respect of charges, in the current charges regulations.
  5. Persons carrying out work or making a material change of use of a building are reminded that permission may be required under the Town and Country Planning Acts. If this has not been obtained or if you are in doubt as to whether or not planning permission is necessary, you should seek the advice from the Council.
  6. The regularisation application is without prejudice to the powers of a Local Authority under section 36 of the Building Act 1984 or of any other statutory requirement or enactment affecting the building.
  7. Data Protection Act 1998. In order to improve our services to you, we may share the information supplied by you in this form with other parts of the Council. We will not disclose your details to anyone outside the Council, except in accordance with the Data Protection Act 1998.
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**Building Control**

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