

REFERENCE NUMBER :

This Regularisation Application conforms to the Building Regulations 2010 and may be used with any Local Authority in England and Wales.

This form should be completed by the owner or the agent. PLEASE TYPE OR USE BLOCK CAPITALS. If the form is unfamiliar, please read the notes which follow or consult your local Building Control office.

1 Applicant's address *(see note 1)*

Title :* Forename(s) :* Surname :*

Address :

Postcode : Tel : email :

2 Agent's address *(if applicable)*

Title :* Forename(s) :* Surname :*

Address :

Postcode : Tel : email :

3 Location of building to which work relates

Address :

Postcode :

4 Work carried out *(see note 2)*

Description :

5 Date work was carried out

6 What was previous use?

What is present use?

7 Fees *(see Guidance Notes of Fees for information)* N.B. When fees are based on estimated cost of the work a written estimate of the total cost of the work shown on the plans must be provided with the application. Fee agreed individually, please discuss with case officer.

Fee

8 Services

Means of: Water supply :

Foul water drainage : Surface water drainage : Surface :

9 Statement

This notice is given in relation to the building work as described, is submitted in accordance with Regulation 18 and is accompanied by the appropriate fee.

The use of the completed buildings is a use designated under the Regulatory Reform (Fire Safety) Order 2005 YES NO

Name : Signature : Date :

Guidance Notes

1. The applicant is the building owner.
2. One copy of this notice should be completed and submitted with plans and particulars indicating the works carried out.

Where Part B (Fire Safety) imposes a requirement in relation to building work a further two copies of the plans should be deposited.
3. A regularisation application must be accompanied by the appropriate fee, which is individually determined (VAT is not payable).

The appropriate fee is dependent upon the type of work carried out. Fees scales and methods of calculation are set out in the Guidance Notes on Fees which is available on request.
5. In accordance with Building Regulations the Council may require an applicant to take such reasonable steps, including laying open the unauthorised work for inspection, making tests and taking samples as the authority think appropriate to ascertain what work, if any, is required to secure compliance with the relevant regulations.
6. These notes are for general guidance only, full particulars of a "Regularisation" request are contained in the Building Regulations and in respect of fees the Building (Prescribed Fees) Regulations.
7. Persons who have carried out the building work or have made a material change of use of a building are reminded that permission may also have been required under the Town and Country Planning Act.