



The Building Act 1984
The Building Regulations 2000

PLAN NUMBER

This form should be completed by the owner or agent. PLEASE TYPE OR USE BLOCK CAPITALS.
If the form is unfamiliar, please read the notes.

1. Applicant's Name (see note 1)

Name: _____

Address: _____

Post Code: _____ Tel: _____

2. Agent's Address (if applicable)

Name: _____

Address: _____

Post Code: _____

3. Location of Building to which work relates

Address: _____

_____ Post Code: _____ Tel: _____

4. Work carried out

Description: _____

5. Date work was carried out (if not known give appropriate date)

6. What was previous use? _____

What is present use? _____

7. Fee – Total estimated cost _____ **Fee enclosed** _____

Floor area _____

8. Services

Means of water supply _____

Foul water drainage _____ Surface water drainage _____

9. Statement

This notice is given in relation to the building work as described, is submitted in accordance with Regulation 21 and is accompanied by the appropriate fee.

The use of the completed building *IS / ISNOT a use designated under the Fire Precautions Act 1971.

*delete as appropriate.

Signed: _____ **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 charged at a rate of 120% of the normal fee had the works not otherwise already carried out (VAT is not payable)

The appropriate fee is dependant on 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.

4. In accordance with Building Regulation 21 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 thinks appropriate to ascertain what work, if any, is required to secure compliance with the relevant regulations.

These notes are for general guidance only, full particulars of a "Regularisation" request are contained in Regulation 21 of the Building Regulations 2000, in respect of fees the Building (Local Authority Charges) Regulations 1998.

Persons who have carried out building work or who 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.

7. Further information and advice may be obtained from Building Control.