

PLANNING, BUILDING CONTROL AND RELATED APPLICATIONS METRIC MEASUREMENTS

Please note that, in order to avoid legal challenge and to comply with E.C. Directive 80/181/EEC, Planning and Building Control related applications should be submitted in metric rather than imperial measurements. As a result, any application containing imperial measurements only cannot be accepted by the Council and must be returned to the applicant or his/her agent for conversion to metric measurements

THIS FORM SHOULD BE COMPLETED BY THE OWNER OR AGENT, **PLEASE USE BLOCK CAPITALS**. IF THE FORM IS UNFAMILIAR PLEASE READ THE NOTES ON THE BACK.

Date Received
Ref. No.:
Receipt No.:
Application Fee:

1 Applicant's details

Name:

Address:

Postcode:

Tel.:

Fax/E.mail:

2 Agent's details (if applicable)

Name:

Address:

Postcode:

Tel:

Fax/E.mail:

3 Location of building to which work relates

Address:

Postcode:

Tel:

Fax/E.mail:

4 Work carried out

Description:

5 Date work was carried out (if not known give approximate date) – see Note 8

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 and is submitted in accordance with Regulation 21 and is accompanied by the appropriate fee.

The use of the completed building *IS / IS NOT a use designated under the Regulatory Reform (Fire Safety) Order 2005.

**delete as appropriate*

Name:

Signature:

Date:

The information from this form will be processed in compliance with the Data Protection Act 1998. The information may also be cross-checked with other information held by the Council and other relevant agencies to prevent and detect fraudulent applications.

Guidance Notes

NOTE 1

The application is the buildings owner.

NOTE 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.

NOTE 3

A regularisation application must be accompanied by the appropriate fee, which is charge at a rate of 120% of the normal fee payable had the work not otherwise been carried out (VAT is not payable).

NOTE 4

The appropriate fee is dependant upon the type of work carried out. Fees scales and method of calculations are set out in the Guidance Notes on Fees which is available on request.

NOTE 5

In accordance with Building Regulation 15(6) the Council may require an applicant to take such reasonable steps, including laying open the unauthorised work for inspection, making test and taking samples as the Authority thinks appropriate to ascertain what work, of any, is required to secure compliance with the relevant regulations.

NOTE 6

These notes are for general guidance only, full particulars of a 'Regularisation' request are contained in Regulation 21 of the Building Regulations 2010 (as amended), and in respect of fees the Building (Prescribed Fees) Regulations 2010.

NOTE 7

Persons who have carried out the building work or who have made a material change of use of a building are reminded that permission may also have to been required under the Town and Country Planning Act.

NOTE 8

In the case of unauthorised work commenced on or after the 11th November 1985 the owner may apply to the Local Authority for a Regularisation Certificate.