

BUILDING REGULATIONS REGULARISATION APPLICATION FORM

The Building Act 1984

The Building Safety Act 2022

The Building Regulations 2010 (as amended)

The Higher-Risk Buildings (Descriptions and Supplementary Provisions) Regulations 2023

BUILDING REGULATIONS APPLICATION REFERENCE NUMBER:	
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This application form should be read in conjunction with Guidance Notes, available from our website. Guidance on the Duty Holder provisions is also available. A Declaration of Completion should be completed prior to requesting a Completion inspection. All commissioning certification is also required before we can issue a Completion Certificate.

This application is a statement for the purposes of Regulation 12(2)(b) of the Building Regulations, Giving a Building Notice or an application for Building Control approval.

The below information is required under Regulation 14 of the Building Regulations to make a valid application for Building Control approval.

1. Applicant Details

Name	
Address	
Postcode	
Email	
Telephone Number	

2. Client Details (where different from the applicant)

Name	
Address	
Postcode	
Email	
Telephone Number	

3. Principal Contractor / Sole Contractor details

Name	
Address	
Postcode	
Email	
Telephone Number	

4. Principal Designer / Sole or Lead Designer Details

Name	
Address	
Postcode	
Email	
Telephone Number	

5. Location of building to which the work relates

Address	
Postcode	

6. Work Carried Out

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7. Date Work Carried Out

Enter Date Below

8. Use of building

<p>Please provide a description of the existing building, including:</p> <p>(i) details of the current use of the building, including the current use of each storey</p> <p>(ii) the height of the building</p> <p>(iii) the number of storeys in the building as determined in accordance with Regulation 6 of the Higher-Risk Buildings (Descriptions and Supplementary Provisions) Regulations 2023</p>	
<p>Please provide a description of the proposed work, including:</p> <p>(i) details of the intended use of the building, including the intended use of each storey</p> <p>(ii) the height of the building after the proposed work</p> <p>(iii) the number of storeys in the building after the proposed work as determined in accordance with Regulation 6 of the Higher-Risk Buildings (Descriptions and Supplementary Provisions) Regulations 2023</p> <p>(iv) the provision to be made for the drainage of the building</p> <p>(v) where paragraph H4 of Schedule 1 imposes a requirement, the precautions to be taken in the building over a drain, sewer or disposal main to comply with the requirements of that paragraph</p> <p>(vi) the steps to be taken to comply with any local enactment that applies</p>	

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9. Additional Information

Has Planning Permission been applied for?	Y / N (Circle/Delete As Appropriate)
If so, please provide application number:	

10. Services

Means of Water Supply	
Foul Water Drainage	
Surface Water Drainage	

11. Charges

Refer to our Regularisation Fees Schedules for Dwellings for New Build Development and Existing Extensions and Alterations; Please also refer to Regularisation Fees Schedules for Non-Domestic Buildings.

Alternatively, please provide a breakdown of the estimated cost of the works

Application Type & Category	Application Fee	VAT	Total
House Extensions, Garages And Carports			
Floor Area: M ²			
Alterations And Loft Conversions			
Estimate:			
Other			
Estimated Cost Of Works			
Other Category Description			
Totals			

12. Statement

The application is given in relation to the building work as described. It is submitted in accordance with Regulation 12 (2) (b) and is accompanied by the appropriate charge.

Name	Signature	Date

- You will need to provide a Location Plan showing the boundary of your site in red.
- One copy of this notice should be completed and submitted with plans and particulars including the works carried out.
- Where Part B (Fire Safety) imposes a requirement in relation to building work a further two copies of plans should be deposited.
- A Regularisation application must be accompanied by the appropriate fee, which is charged at a rate of approximately 144% of the normal fee payable had the works not otherwise been carried out (VAT is not payable).
- The appropriate fee is dependent upon the type of work carried out. Fee scales and methods of calculation are set out in the Guidance Notes on Fees which is available on request.

Further information can be found in the attached notes and checklist. This form cannot be used for Building Control approval applications for higher-risk building work or stage of higher risk building work or for work to existing higher-risk buildings. Applications for building work to higher-risk buildings can be made: [Manage a building control application for a higher-risk building - GOV.UK \(www.gov.uk\)](http://www.gov.uk)

