

Dear Sir/Madam

Regularisation application for unauthorised work

Following your recent enquiry I enclose regularisation application forms.

Before you return the forms please be aware of the information required in order for a Regularisation Certificate to be issued. This will include plans of the unauthorised work as built. These plans will then be checked for compliance with the Regulations which were in force at the time the works were originally carried out.

On receipt of the application we may require you to lay open the works or make tests, and provide samples of materials in order that we can decide what work, if any, is needed to ensure compliance.

Following the inspection of the works we may issue a schedule of defects. A Regularisation Certificate will only be issued if these matters are addressed satisfactorily.

Please note that if a Regularisation Certificate cannot be issued due to non-compliance the fee paid will not be refunded.

If we can be of any further assistance, please contact us on the above telephone number.

Yours faithfully

Building Control Technical Clerk

Building Regulations Regularisation Application



Refer overleaf for
return address

The Building Act 1984
The Building Regulations 2010

1 Applicant's details (Must be the Owner of the Building)

Name: Telephone:
Address:
Postcode: Fax: E-mail:

Agent's details (if applicable)

Name: Telephone:
Address:
Postcode: Fax: E-mail:

3 Location of building to which work relates

Address:
Postcode:

4 Description of unauthorised works

.....

5 Construction dates

Approx date work carried out

6 Use of building

Existing use: Proposed use:

If the building is or will be put to a use which is designated for the purpose of the Fire Precautions Act 1971 or is one to which the Regulatory Reform (Fire Safety) Order 2005 apply, **two additional copies of the plan are required** to allow consultation with the Fire Authority.

7 Additional information – Bracknell-Forest Area and parts of Windsor & Maidenhead only

Roof timbers: Please state method of treatment used
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8 Charges (See separate Guidance Note on Charges for information)

a) If residential work, please state total floor area of building or extension m²
b) If commercial work, please state total floor area of work m²
Total estimated cost of work £
Regularisation Charge (enclosed) £
(Please make cheque payable to relevant Authority)

9 Statement

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

Name..... Signature..... Date.....

DATA PROTECTION ACT 1998

INFORMATION CONTAINED IN THIS FORM IS PERSONAL DATA WHICH WILL BE HELD IN MANUAL FILES AND ON COMPUTER. THE INFORMATION WILL BE USED FOR BUILDING REGULATION PURPOSES AND WILL ONLY BE DISCLOSED WHERE THERE IS A LEGAL REQUIREMENT IN CONNECTION WITH THE APPLICATION.

Large text forms are available on request

REGULARISATION NOTES

1. The applicant is the owner of the building.
2. Two copies of this notice should be completed and submitted with a plan of the unauthorised work and a plan showing any additional work required to be carried out to secure that the unauthorised work complies with the requirements relating to building work in the Building Regulations in accordance with the provisions of Building Regulation 18.

3. Where Part B (Fire Safety) imposes a requirement in relation to building work, you must deposit two further copies of plans which show compliance with the requirements. This does not apply to dwelling houses and flats.

Currently designated uses are:

- Hotel or boarding house with sleeping accommodation
 - Factory
 - Office
 - Shop
 - Railway premises
 - Any premises where more than one person is employed
4. Subject to certain exceptions a Regularisation application attracts charges payable by the applicant. (This charge does not attract VAT). The appropriate charge depends on the type of work carried out. Charge scales and methods of calculation are set out on the Charges Guidance Notes.

5. According to certain sections of the Public Health Act 1936, you can have your private waste and surface water drains and sewers connected to the public sewers, if it is possible. There are special arrangements for industrial waste. If you want to have your drains connected in this way you must give the appropriate authority at least 21 days notice.
6. Persons having carried out unauthorised building work or made a material change of use of a building are reminded that permission may be required under the Town and Country Planning Acts.
7. These notes are for general guidance only, particulars regarding deposit of plans are contained in Regulation 18 of the Building Regulations 2010.
8. Please call any of the Building Control help lines for any further guidance or assistance.
9. **The issuing of a regularisation certificate is not unconditional. You may be required to open up parts of the works to allow adequate inspection. Works found to be in non-conformance with the Building Regulations will not be eligible for a certificate until removed or altered to the satisfaction of the Local Authority.**



Local Authority Building Control Berkshire

This form is universally accepted throughout the County of Berkshire. You are advised to contact the relevant Authority for advice on their current Building Regulation charges.

<p>Bracknell Forest Council Building Control Section Environment, Culture & Communities Time Square Market Street Bracknell Berkshire RG12 1JD Tel: 01344 351208 or 351106 E-mail: Building.Control@Bracknell-forest.gov.uk</p>	<p>Reading Borough Council Building Control Section Environmental Services Civic Centre Reading Berkshire RG1 7TD Tel: 0118 939 0449 Fax: 0118 939 0109 E-mail: Building.Control@reading.gov.uk</p>	<p>Slough Borough Council Building Control Services PO Box 570 Slough Berkshire SL1 1FA Tel: 01753 875810 Fax: 01753 875809 E-mail: buildingcontrol@slough.gov.uk Personal Callers: Wellington House, High Street, Slough</p>
<p>West Berkshire Council Council Offices Market Street Newbury Berkshire RG14 5LD Tel: 01635 519356 Fax: 01635 519408 E-mail: BuildingControl@westberks.gov.uk</p>	<p>Royal Borough of Windsor & Maidenhead Building Control Town Hall St Ives Road Maidenhead Berkshire SL6 1RF Tel: 01628 683800 Fax: 01628 685757 E-mail: building.control@rbwm.gov.uk</p>	<p>Wokingham District Council Building Control PO Box 155 Civic Offices Shute End Wokingham Berkshire RG40 1WW Tel: 0118 974 6376 Fax: 0118 974 6385 E-Mail: Building.Control@wokingham.gov.uk</p>