

Regularisation of Unauthorised Works Application

The Building Act 1984. The Building Regulations 2010 (as amended)

View our [guidance notes](#) (opens in a new tab)



| | | | | |
|--|---|---|--|--|
| 1 | <p>Contact information for various interested parties: (Please state if the details are not known or not applicable)</p> <table style="width: 100%; border: none;"> <tr> <td style="width: 50%; border-right: 1px solid black; padding: 5px;"> <p style="text-align: center;">Person/Company submitting on behalf of the client</p> <p style="text-align: center;"><small>Title Forename Surname</small></p> <p>Name:</p> <p>Organisation</p> <p>Name/No.</p> <p>Street:</p> <p>Locality:</p> <p style="text-align: right;"><small>(Enter N/A if unknown)</small></p> <p>City Postcode</p> <p>Tel:</p> <p>Email:</p> </td> <td style="width: 50%; padding: 5px;"> <p style="text-align: center;">Client (Building owner):</p> <p style="text-align: center;"><small>Title Forename Surname</small></p> <p>Name:</p> <p>Organisation</p> <p>Name/No.</p> <p>Street:</p> <p>Locality:</p> <p style="text-align: right;"><small>(Enter N/A if unknown)</small></p> <p>City Postcode</p> <p>Tel:</p> <p>Email:</p> </td> </tr> </table> <p>Important: Where the application is not being submitted by the client, the authority will contact them via email to provide a 'Statement of consent', signed and dated, stating that they agree that the application can be made and the information contained in the application is correct. The application will not be processed until they have approved it.</p> | | <p style="text-align: center;">Person/Company submitting on behalf of the client</p> <p style="text-align: center;"><small>Title Forename Surname</small></p> <p>Name:</p> <p>Organisation</p> <p>Name/No.</p> <p>Street:</p> <p>Locality:</p> <p style="text-align: right;"><small>(Enter N/A if unknown)</small></p> <p>City Postcode</p> <p>Tel:</p> <p>Email:</p> | <p style="text-align: center;">Client (Building owner):</p> <p style="text-align: center;"><small>Title Forename Surname</small></p> <p>Name:</p> <p>Organisation</p> <p>Name/No.</p> <p>Street:</p> <p>Locality:</p> <p style="text-align: right;"><small>(Enter N/A if unknown)</small></p> <p>City Postcode</p> <p>Tel:</p> <p>Email:</p> |
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| 2 | <p>Principal Designer (Person/Company)</p> <p style="text-align: center;"><small>Title Forename Surname</small></p> <p>Name:</p> <p>Organisation</p> <p>Name/No.</p> <p>Street:</p> <p>Locality:</p> <p style="text-align: right;"><small>(Enter N/A if unknown)</small></p> <p>City Postcode</p> <p>Tel:</p> <p>Email:</p> | <p>Principal Contractor (Person/Company)</p> <p style="text-align: center;"><small>Title Forename Surname</small></p> <p>Name:</p> <p>Organisation</p> <p>Name/No.</p> <p>Street:</p> <p>Locality:</p> <p style="text-align: right;"><small>(Enter N/A if unknown)</small></p> <p>City Postcode</p> <p>Tel:</p> <p>Email:</p> | | |
| 3 | <p>Site this application relates to</p> <p>Organisation</p> <p>Name/No</p> <p>Street</p> <p>Locality</p> <p style="text-align: right;"><small>(Enter N/A if unknown)</small></p> <p>Town/City Post Code</p> <p>Brief description of the building works</p> <p>Type of Work</p> <p>Please ensure that if the client is a business, that you do <u>NOT</u> select Domestic.</p> <p style="text-align: right;">Continued on next page.....</p> | | | |

3a

Use of Building

1. What is the intended use of the building after the works:

2. What is the intended use of each storey after the works:

3. What is the height of the building after the proposed work in metres: (as determined in accordance with [Regulation 5](#) of the Higher-Risk buildings (Description and Supplementary Decisions) Regulation 2023)

4. The number of storeys after the proposed work:

(As determined in accordance with [Regulation 6](#) of the higher-Risk Buildings (Descriptions and Supplementary Provisions) Regulations 2023)

Where the work consists of work to an existing building:

1. What was the current use of the building before the works:

2. What is the was the use of each storey before the works:

3. What was the previous height of the building in Metres: (as determined in accordance with [Regulation 5](#) of the Higher-Risk buildings (Description and Supplementary Decisions) Regulation 2023)

4. How many storeys did the building have:

(As determined in accordance with [Regulation 6](#) of the higher-Risk Buildings (Descriptions and Supplementary Provisions) Regulations 2023)

Provisions to be made for drainage of the building.

Does requirement H4 (building over sewers) apply to the work carried out ?

Requirement H4 applies only to work carried out:

(i) over a drain, sewer or disposal main which is shown on any map of sewers

or

(ii) on any site or in such a manner as may result in interference with the use of, or obstruction of the access of any person to, any drain, sewer or disposal main which is shown on any map of sewers.

If H4 is applicable please provide details of the precautions to be taken in the building over a drain, sewer or disposal main to comply with requirements.

Date when the work commenced and the foundations and structure of ground floor level were completed, or when the works were approx 15 % complete (If known)

Continued on next page.....

4 Payment:
Our preferred method of payment is by phone. Once your application has been validated by us, we will send you details of the fee and how to pay by email.
Please indicate who this email should be sent to: (please select)
If other you must provide details

Contact Name

Street Address

Locality

Town/City Post Code

Phone Email

5 Charges ([View our Information on charges](#)) Opens a new tab (see document downloads)

The following information will allow us to calculate the applicable fee.

Total estimated cost of work for structural alterations (where applicable)

Total internal floor area of new extension or building (where applicable) m2

If you have already been quoted a figure, please provide details

Calculated charges if known. Regularisation Charge: = Total: £ (VAT is not applicable)

Any further information which may assist in calculating the correct charge?

I would like to claim exemption from building regulation charges

6 Additional Information

1. Any other information you would like to make us aware of..

7 Required documents

Please use the "Add Supporting Documents" button in the toolbar below to upload your supporting plans and documents. Please note PDF file format is preferred.

I confirm I have attached a site-plan as part of my application

8 Statement

This Notice is given in relation to the building work as described, is submitted in accordance with regulations 12(2)(b).
I confirm that I have read the notes of guidance before completing this form.

I agree and Sign here (enter your name)

Date

We will assume you would prefer to receive correspondence electronically unless you select here