

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 2000 as amended

1	<b>Applicant's details (Must be the Owner of the Building)</b> Name: ..... Telephone: ..... Address: ..... Postcode: ..... Fax: ..... E-mail: .....
2	<b>Agent's details (if applicable)</b> Name: ..... Telephone: ..... Address: ..... Postcode: ..... Fax: ..... E-mail: .....
3	<b>Location of building to which work relates</b> Address: ..... Postcode: .....
4	<b>Description of unauthorised works</b> .....
5	<b>Construction dates</b> Approx date work carried out .....
6	<b>Use of building</b> 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 Fire Precautions (Workplace) Regulations 1997 apply, <b>two additional copies of the plan are required</b> to allow consultation with the Fire Authority.
7	<b>Additional information – Bracknell-Forest Area and parts of Windsor &amp; Maidenhead only</b> Roof timbers: Please state method of treatment used .....
8	<b>Charges (See separate Guidance Note on Charges for information)</b> a) If residential work, please state total floor area of building or extension ..... m <sup>2</sup> b) If commercial work, please state total floor area of work ..... m <sup>2</sup> Total estimated cost of work £ ..... Regularisation Charge (enclosed) £ ..... (Please make cheque payable to relevant Authority)
9	<b>Statement</b> This notice is given in relation to the building work described, is submitted in accordance with Regulation 21 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**

# 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 21.

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 21 of the Building Regulations 2000.
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><b>Bracknell Forest Council</b>  <b>Building Control Section</b>            Environment, Culture &amp; Communities            Time Square            Market Street            Bracknell            Berkshire            RG12 1JD            Tel: 01344 351208 or 351106            Fax: 01344 351193            E-mail: Building.Control@Bracknell-forest.gov.uk</p> 	<p><b>Reading Borough Council</b>  <b>Building Control Section</b>            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><b>Slough Borough Council</b>  <b>Building Control Services</b>            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><b>West Berkshire Council</b>  <b>Council Offices</b>            Market Street            Newbury            Berkshire            RG14 5LD            Tel: 01635 519356            Fax: 01635 519408            E-mail: BuildingControl@westberks.gov.uk</p> 	<p><b>Royal Borough of Windsor &amp; Maidenhead</b>  <b>Building Control</b>            Tinkers Lane Depot            Tinkers Lane            Windsor            Berkshire            SL4 4LR            Tel: 01628 796880            Fax: 01628 796886            E-mail: building.control@rbwm.gov.uk</p> 	<p><b>Wokingham District Council</b>  <b>Building Control</b>            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> 