

NOTES

General

1. The Regularisation Application route applies to work that has been undertaken on or after 11 November 1985, which at the time of construction should have had an application deposited under the Building Regulations.
2. The Regularisation Application will be assessed against the regulations applicable at the time of construction.
3. A Regularisation Application under Regulation 18 does not constitute an application for retrospective Planning Permission if required. Should you require further information as to the need to have applied for Planning Permission please contact the Departments Development Control Section on 01273-471600

Information needed

4. Where the unauthorised work includes the erection of a new building or extension this notice must be accompanied by the following:

A site location plan to a scale of not less than 1:1250 showing:-

- the size and the position of the building as extended, and its relationship to adjoining boundaries;
- the boundaries of the curtilage of the building, or the building as extended, and the size, position and use of every other building or proposed building within that curtilage;
- the width and position of any street on or within the boundaries of the curtilage or the building as extended;
- the provision made for the drainage of the building or extension, both foul and storm water

5. **It is the responsibility of the owner to show the Local Authority that the unauthorised work complies, to provide any necessary information, and to carry out any additional work needed to secure its compliance at their own expense.**

6. The application should also be accompanied by:
 - a plan where relevant and specification of the unauthorised work and;
 - a plan and specification showing any additional work needed to ensure that the unauthorised work complies with the relevant requirements of the Building Regulations applicable when the work was first carried out.

Domestic electrical work

7. If a member of a Part P "Competent Person" scheme did **not** carry the electrical works associated with this application (electrical works that require a Building Regulation Application), we will need to arrange to have the electrical work inspected and tested by our qualified electrical sub-contractor. You have to pay the cost of this as a separate item of work with associated charges as part of a **Building Notice Charge** when you submit the application. The cost of carrying out electrical testing work will be "**individually determined**"

Charges (See separate APPLICATION CHARGES - GUIDANCE NOTES, which can be downloaded from???)

8. Fee Tables A, B & C set out the "Building Notice Charge" for various categories of domestic and non-domestic building work

The fixed charges have been set on the basis that the design and building work does not consist of, or include, innovative or high risk construction techniques

The charges also presume that the building work has been undertaken by a person or company that is competent to carry out building work referred to in the tables. If they are not, work may incur supplementary charges.

If your building work requires an individual assessment of a charge you should e mail Building Control at building.control@lewes.gov.uk OR alternatively telephone 01273 484477.

Cheques should be made payable to Lewes District Council.

PLEASE NOTE THAT A REGULARISATION APPLICATION IS NOT CLASSED AS 'RECEIVED' UNLESS ACCOMPANIED BY THE RELEVANT CHARGE.

9. The 'Estimated Cost' is the full cost of the work shown on the deposited plan and must be reasonable as if charged by a person in business. VAT and any professional fees, i.e. Architect, Engineer, Land Acquisition costs may be discounted from this calculation. In addition decorative finishes, floor coverings and fittings which are not subject to the Building Regulations can therefore be excluded from the estimate if omitted from the plans

10. Where a charge category asks for measurements these are internal metric floor areas. Where more than one storey is involved the combined floor area should be used for fee calculation purposes.

11. Once the application has been deposited the fee payable cannot be fully refunded.

Inspection of work

12. Once received (depending on the nature of the work in question) the Building Control Surveyor will ask for certain parts of the work to be opened up or exposed for inspection in order to assess its compliance. **To assist this procedure on site you may need the services of a builder or other suitably qualified person.**

13. Where the work is found not to be in compliance, the surveyor will advise you and then send you with a written list of items that are considered to be non-compliant, and identify any additional works that will be needed to ensure that the whole work complies.

14. Any items considered to be non-compliant will then need to be rectified, and any additional work identified will need to be carried out **before** a Regularisation Certificate can be issued.

15. Where the work is found to be in compliance or rectified accordingly a **Regularisation Certificate** will be issued.

16. **Please note: The submission of a Regularisation Application does not guarantee the subsequent issue of a Regularisation Certificate. The Local Authority may (due to the nature of the construction in question) be unable to satisfactorily identify that the work was in compliance with the Regulations and will therefore not be in a position to issue the necessary certificate**

- The "REGULARISATION CHARGE" is 130% of the "Building Notice Charge" - (VAT IS NOT APPLICABLE TO REGULARISATION APPLICATIONS).