



Lewes District Council

Building Control
Southover House, Southover Road, Lewes
East Sussex, BN7 1AB

T: 01273 471600

E: building.control@lewes-eastbourne.gov.uk

*This form is to be filled in by the building owner, or the person who carried out building work or an agent. Please read the notes on the reverse side or consult the department - **Please type or use block capitals.***

REGULARISATION APPLICATION FORM

The Building Act 1984
The Building Regulations 2010
The Building (Local Authority Charges) Regulations 2010

Building Regulations
Application Number:

1	Applicant's details (i.e. the person on whose behalf the work was carried out) Name: _____ Address: _____ Postcode: _____ Tel: _____ Email: _____
2	Agent's Details (if applicable) Name: _____ Address: _____ Postcode: _____ Tel: _____ Email: _____
3	Builder's Details (if known) Name: _____ Address: _____ Postcode: _____ Tel: _____ Email: _____
4	Location of building to which work relates (a site location plan of scale 1:1250 must be provided) Address: _____ Postcode: _____
5	Work carried out Number of Storeys: _____ Description of work: _____ Date work carried out (see note2): _____
6	Use of building 1. If new building or extension please state use at time of construction: _____ 2. If existing building state present use: _____
7	Domestic Electrical Works (Dwellings or buildings containing dwellings only – See note 7 overleaf) 1. Was a member of a Part P "Competent Person" scheme to carry out all the relevant electrical works associated with this application? YES <input type="checkbox"/> NO <input type="checkbox"/> 2. Name and address of Part P registered electrician: _____ 3. Number of new circuits installed? <input type="checkbox"/>
8	Charges (See notes 8-11 overleaf and separate "APPLICATION CHARGES – GUIDANCE NOTES" for info) 1. If Table A work, please state the total number of dwellings and types - Total: _____ No. of types: _____ Or Category of conversion (change of use) as listed in Table A (1,2,3 or 4) 2. If Table B work, please state floor area of extension / conversion (Categories 1 to 8): _____ m ² and/or Category of "other work" (Categories 9 to 17): _____ and/or cost of "Other Work Not Listed Elsewhere" (Categories 18 to 22): £ _____ If Multiple Works: Regularisation Charge for Main work: £ _____ and Regularisation Charge for Other work £ _____ Total (including Multiple Work Reduction where applicable): £ _____ 3. If Table C1 work, please state floor area of building / extension / conversion: _____ m ² and/or the category of "other work" as listed in Table C2 (Categories 1 to 3): _____ and the relevant cost of the "other work" : £ _____
9	Planning Permission (See note 3 overleaf) It is the applicant's responsibility to check whether planning permission was also required for the relevant work. _____ If a planning application was submitted please quote the application number. No. LW / / _____
10	Statement This notice is given in relation to the building work as described and is submitted under Regulation 18(2)(a) and is accompanied by the appropriate fee. Name: _____ Signature: _____ Date: _____

Please see Guidance Notes overleaf for further information
For official use only



Charge	Charge letter sent	Checked by	Sch.	Date
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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 "REGULARISATION CHARGE" is 130% of the "Building Notice Charge" - (VAT IS NOT APPLICABLE TO REGULARISATION APPLICATIONS).

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-eastbourne.gov.uk OR alternatively telephone 01273 471600.

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**