

## REGULARISATION APPLICATION

The Building Act 1984, The Building Safety Act 2022, The Building Regulations 2010 (as amended)

Please read the notes overleaf  
Please complete in BLOCK CAPITALS if handwriting

1. Applicant details			
Name			
Address			
		Postcode	
Phone Number			
Email Address			

2. Agent details (if applicable)			
Name			
Address			
		Postcode	
Phone Number			
Email Address			

3. Location of building to which work relates			
Address			
		Postcode	

4. Details of unauthorised work(s)	
Date carried out (if not known, give an approximate date):	

5. Use of building		
Is the building put to a designated use under the Regulatory Reform (Fire Safety) Order 2005?	Yes	
	No	
Present use of building:		

6. Charges <i>(see separate APPLICATION CHARGES – GUIDANCE NOTES)</i>				
<b>Table A:</b> New dwellings and flats not exceeding 3 storeys and not more than 250m <sup>2</sup> in floor area	Number of units:		Number of house types:	
<b>Table B:</b> Work to an existing dwelling	Internal floor area of new extension / loft conversion:	m <sup>2</sup>	Estimated cost of works:	£
<b>Table C:</b> Non-domestic works	Internal floor area of new extension:	m <sup>2</sup>	Estimated cost of works:	£

'Estimated cost' means a reasonable estimate that would be charged by a professional builder, excluding professional fees (architects / surveyors) and VAT. DIY estimates cannot be accepted.

7. STATEMENT		
The Application is in relation to the unauthorised building work as described above and is submitted in accordance with Regulation 18.		
Name:	Signed:	Date:

**Signature of client** (where the client is not the applicant)

**I, the client, confirm I agree to the application being made and that the information contained in the application is correct.**

Name:

Signed:

Date:

## REGULARISATION APPLICATION

### Notes:

1. The applicant is the building owner.
2. One copy of this notice should be completed and submitted with plans and particulars indicating the works carried out and plans indicating any proposed works known to be required to secure compliance of the unauthorised work.
3. A Regularisation application must be accompanied by the appropriate fee, which is charged at a rate of 130% of the normal fee payable had the works not otherwise already been carried out (VAT is not payable).
4. The appropriate fee is dependent upon the type of work carried out. Fee scales and methods of calculation are set out in the Guidance Notes on Fees which is available on request.
5. In accordance with Building Regulation 18 (3) the Council may require an applicant to take such reasonable steps, including laying open the unauthorised work for inspection, making tests and taking samples as the Authority think appropriate to ascertain what work, if any, is required to secure compliance with the relevant regulations.
6. These notes are for general guidance only, full particulars of a 'Regularisation' request are contained in Regulation 18 of the Building Regulations 2010 and in respect of fees the Building (Local Authority Charges) Regulations 2010.
7. Persons who have carried out the building work or have made a material change of use of a building are reminded that permission may also have been required under the Town and Country Planning Act
8. Please note the local authority is not obliged to accept a Regularisation application. Also, certain limitations **may be applied to any Regularisation certificate.**

### For information and advice concerning Building Regulations please contact:

Lewes District Council, 6 High Street, Lewes, East Sussex, BN7 2AD

T: 01273 471600, option 1, ext. 8349

E: [building.control@lewes-eastbourne.gov.uk](mailto:building.control@lewes-eastbourne.gov.uk)

W: [www.lewes-eastbourne.gov.uk/building-control](http://www.lewes-eastbourne.gov.uk/building-control)

### General Data Protection Regulations (GDPR) Privacy Notice

Lewes District Council and Eastbourne Borough Council are Data Controllers of your personal data for the purposes of the administration and management of the following: The administration and enforcement of the Building Regulations 2012 (as amended); The administration of The Building Act 1984 in relation to Demolition of buildings within Lewes District; The administration and enforcement of The Building Act 1984 in relation to Dangerous Structures. For full details of how your personal data is used please visit: [www.lewes-eastbourne.gov.uk/article/1342/Privacy-notice](http://www.lewes-eastbourne.gov.uk/article/1342/Privacy-notice)