

# Regularisation Application Form

## 1 The Address of the Site/Premises

*please attach a site plan if the application is for a new building or an extension*

## 2 Full Description of Works.

## 3 Applicant's Details:

Name:

Address:

Post Code:

Tel:

Fax:

Email:

## 4 Agent's Details:

Name:

Address:

Post Code:

Tel:

Fax:

Email:

## 5 Use of Building

1. Previous Use (if any)

Proposed Use:

## 6 Charges:

Estimated Cost of Building Work

Floor Area

£

m<sup>2</sup>

Charge Enclosed:

£

**Charge Exemption – Disabled People.** I hereby declare that the work for which exemption from charges is being claimed is directly for facilities for use by a disabled person.

Signed:

## 7 Other Information:

Date Building Work was carried out:  
*Give approximation if not known*

Have you applied for Planning Permission?

Yes  No

Have you applied for Listed Building/  
Conservation Area Consent?

Yes  No

**8 Statement:** This notice is given in relation to the building work as described, is submitted in accordance with Building Regulation 21(3) and is accompanied by the appropriate charge. I/We understand that further details/information/works maybe required by the local authority before a certificate will be issued:

Name

Signed

Dated

## 9 Notes & Guidance:

- Regularisation Process.** This can provide a current owner with an authoritative statement by the Local Authority as the extent of any non-compliance or compliance of that unauthorised work with the requirements of the building regulations which were applicable at the time that the work was carried out.
- You may apply for a certificate if the works were completed after 11 November 1985.
- Briefly the application procedure requires:**
  - A Surveyor will contact you upon receiving the application to arrange to inspect the works.
  - As applicant you will be required to take reasonable steps to demonstrate that the works are compliant with the building regulations. This may involve laying open works for inspection, preparing calculations/plans and undertaking works to bring defective works into compliance. Failure to do undertake such action, may result in the local authority refusing to issue the certificate and in certain circumstances, the Local Authority may instigate enforcement action.
- The Party Wall etc. Act 1996.** If your proposals involve works to, or near to, a party wall or boundary, the Party Wall etc. Act 1996 may apply to you. Please contact you Local Authority for an explanatory booklet.
- Data Protection Act 1998.** In order to improve our services to you, we may share the information supplied by you in this form with other parts of the Council. We will not disclose your details to anyone outside the Council, except in accordance with the Data Protection Act 1998.
- Safety Glass.** This is required within certain locations of building. The Wessex Group has produced guidance on where impact resistant glazing is needed - contact any of our offices for a copy.

**TABLE A - NEW DWELLINGS (including flats up to three storeys)**

UNITS	REGULARISATION CHARGE (£)	UNITS	REGULARISATION CHARGE (£)
1	695.64	11	2947.56
2	959.64	12	3194.88
3	1231.56	13	3348.84
4	1453.32	14	3515.16
5	1653.96	15	3714.48
6	1884.96	16	3913.80
7	1997.16	17	4113.12
8	2246.64	18	4312.44
9	2496.12	19	4468.20
10	2746.92	20+	Refer to Building Control

**TABLE B - EXTENSIONS TO DWELLINGS**

TYPE OF EXTENSION	REGULARISATION CHARGE (£)
<b>GARAGES &amp; CARPORTS</b>	
Floor area not exceeding 40 m <sup>2</sup>	204.25
Floor area 40 m <sup>2</sup> - 60 m <sup>2</sup>	306.38
<b>EXTENSIONS &amp; LOFT COVERSIONS</b>	
Not exceeding 10 m <sup>2</sup>	357.44
Exceeding 10 m <sup>2</sup> but not exceeding 40 m <sup>2</sup>	459.58
Exceeding 40 sq.m <sup>2</sup> but not exceeding 60 sq.m <sup>2</sup>	561.70
Exceeding 60 sq.m <sup>2</sup> but not exceeding 80 sq.m <sup>2</sup>	663.83

**TABLE C - ALL OTHER WORKS**

The following is declared to be a true and reasonable estimate of the cost of works to which this application relates, excluding works contained in either tables A or B. If more than one building is involved, please provide a schedule of information.

Total estimated cost.....Regularisation charge from table below.....

Estimated Cost (£)	Regularisation Charge (£)	Estimated Cost (£)	Regularisation Charge (£)
1000 or less	120.00	12001 to 13000	294.00
1001 to 2000	180.00	13001 to 14000	300.00
2001 to 5000	240.00	14001 to 15000	306.00
5001 to 6000	252.00	15001 to 16000	318.00
6001 to 7000	258.00	16001 to 17000	330.00
7001 to 8000	264.00	17001 to 18000	342.00
8001 to 9000	270.00	18001 to 19000	354.00
9001 to 10000	276.00	19001 to 20000	360.00
10001 to 11000	282.00	20001 and over	Refer to Building Control
11001 to 12000	288.00		
Replacement Windows (Dwellings only)	97.02		

**Bath & North East Somerset Council**

Trimbridge House Trim Street  
BATH BA1 2DP  
Tel: 01225 477517 Fax: 01225 477637  
email: [building\\_control@bathnes.gov.uk](mailto:building_control@bathnes.gov.uk)  
Web: [www.bathnes.gov.uk](http://www.bathnes.gov.uk)

**Bristol City Council**

Environment, Transport and Leisure  
Brunel House St George's Road  
BRISTOL BS1 5UY  
Tel: 0117 922 3081 Fax: 0117 922 3886  
email: [jane\\_cole@bristol-city.gov.uk](mailto:jane_cole@bristol-city.gov.uk)  
Web: [www.bristol-city.gov.uk](http://www.bristol-city.gov.uk)

**Kennet District Council**

Browfort Bath Road  
DEVIZES SN10 2AT  
Tel: 01380 734777 Fax: 01380 734775  
email: [bld.control@kennet.gov.uk](mailto:bld.control@kennet.gov.uk)  
Web: [www.kennet.gov.uk](http://www.kennet.gov.uk)

**North Somerset District Council**

PO Box143 Somerset House Oxford St.  
WESTON-SUPER-MARE BS23 1TG  
Tel: 01275/888685 / 8884550 / 888691  
Fax: 01275 888693  
email: [stephen.barnshaw@n-somerset.gov.uk](mailto:stephen.barnshaw@n-somerset.gov.uk)  
Web: [www.n-somerset.gov.uk](http://www.n-somerset.gov.uk)

**North Wiltshire District Council**

Planning Services Monkton Park  
CHIPPENHAM SN15 1ER  
Tel: 01249 706535 Fax: 01249 460810  
email: [build@northwilts.gov.uk](mailto:build@northwilts.gov.uk)  
Web: [www.northwilts.gov.uk](http://www.northwilts.gov.uk)

**Salisbury District Council**

61 Wyndham Road  
SALISBURY SP1 3AH  
Tel: 01722 434519 Fax: 01722 434247  
email: [hkittley@salisbury.gov.uk](mailto:hkittley@salisbury.gov.uk)  
Web: [www.salisbury.gov.uk](http://www.salisbury.gov.uk)

**South Gloucestershire Council**

Civic Centre High Street Kingswood BS15 9TR Tel: 01454 868900 Fax: 01454 86372 email: <a href="mailto:building_control@southglos.gov.uk">building_control@southglos.gov.uk</a> Web: <a href="http://www.southglos.gov.uk">www.southglos.gov.uk</a>	Council Offices Castle Street Thornbury BS35 1HF Tel: 01454868900 Fax: 01454863454
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**Swindon Borough Council**

Premier House Station Road  
SWINDON SN1 1TZ  
Tel: 01793 466069 Fax: 01793 466166  
email: [lburton@swindon.gov.uk](mailto:lburton@swindon.gov.uk)  
Web: [www.swindon.gov.uk](http://www.swindon.gov.uk)

**West Wiltshire District Council**

Bradley Road  
TROWBRIDGE BA14 0RD  
Tel: 01225 770321 Fax: 01225 770337  
email: [buildingcontrol@westwiltshire.gov.uk](mailto:buildingcontrol@westwiltshire.gov.uk)  
Web: [www.westwiltshire.gov.uk](http://www.westwiltshire.gov.uk)