

WBR39APR 09
Southover House,
Southover Road,
Lewes, East
Sussex, BN7 1AB



This form is to be filled in by the person who intends to carry 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 2000 (as amended)

Tel: (01273) 484477 Fax: (01273) 484452

Building Regulations
Plan Number:

1 Applicant (i.e. the person on whose behalf the work was carried out)

Name:

Address:

Postcode:

Tel:

Fax:

E-mail:

2 Agent's Details (if applicable)

Name:

Address:

Postcode:

Tel:

Fax:

E-mail:

3 Location of building to which work relates

Address:

Parish:

Postcode:

4 Work carried out

Description:

Number of Storeys:

Date work done:

5 Use of building

1. If new building or extension please state proposed use:

2. If existing building state present use:

6 Fees (see note 8 and separate GUIDANCE NOTE ON CHARGES for information)

1. If Schedule 2 work please state floor area: _____ m²

2. If Schedule 3 work please state the estimated cost of work excluding VAT: £ Fee: £

7 Planning Permission

It is the applicant's responsibility to check whether planning permission is also required for the proposed work.. If a planning application has already been submitted please quote the application number. No. LW / _____ / _____ .

8 Statement

This notice is given in relation to the building work as described and is submitted in accordance with Regulation 21.

Name:

Signature:

Date:



Please see Guidance Notes overleaf for further information

For Official Use Only				
Charge	Charge letter sent	Checked by	Sch.	Date

GUIDANCE NOTES: REGULARISATION APPLICATION PROCESS

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. Once received the Authority may, depending upon the nature of the work, require the laying open (for inspection purposes) of some elements of the construction. Please note that you may be required to engage the services of a building professional in order to facilitate this. Following satisfactory determination of compliance a Regularisation Certificate will be issued.
2. The Regularisation Application will be assessed against the regulations applicable at the time of construction.
3. A Regularisation Application under Regulation 21 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.
4. It is the responsibility of the owner to provide compliance or to undertake such work as is needed to establish compliance with the relevant Building Regulations.
5. **Applications should be returned to the address quoted on the front of this form.**
6. 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.
7. The 'Estimate 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.
8. 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.
9. If more than one element of work is shown upon the deposited plans then it may be that more than one charge is payable i.e. a loft conversion and a single storey kitchen extension.
10. Cheques should be made payable to Lewes District Council.
11. **REGULARISATION APPLICATION: PLEASE NOTE THAT A REGULARISATION APPLICATION IS NOT CLASSED AS 'RECEIVED' UNLESS ACCOMPANIED BY THE RELEVANT CHARGE.
NB: VAT IS NOT APPLICABLE TO REGULARISATION APPLICATIONS**

12. The application shall be accompanied by:
 - (i) a plan of the unauthorised work and
 - (ii) 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 which were applicable to that work when it was carried out.

It is the responsibility of the owner to show the Local Authority that the unauthorised work complies and, if not, what work is proposed to secure its compliance.

Once received (depending on the nature of the work in question) the surveyor will require certain parts of the work to be opened up or exposed for inspection in order to assess its compliance. In order to facilitate this procedure on site you may need the services of a builder or other suitably qualified person to assist you.

Where the work is found not to be in compliance the surveyor will notify you accordingly.

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

Under certain circumstances the Local Authority may be unable to determine what work is required to ensure compliance; in these cases a certificate will not be issued.

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

Should you require any further information concerning the Regularisation process please contact the Building Control Section on 01273-484477.