

general notes:

1. The applicant is the person on whose behalf the work is being carried out, i.e. the building owner.
2. Generally, two copies of the plans and details should be submitted, although where consultation with the fire authority is required, four copies of all drawings and details will be required
3. Plans must be drawn to the following minimum scales:
 - a) Key plan (showing location of site on Ordnance Survey map) 1:2500
 - b) Block plan (showing position of building on site) 1:1250 or 1:500
 - c) Plan, section and elevations and drainage of Building 1:100 (or similar)
4. The charge is dependent on the type of work that is carried out. Please see separate building regulation charges guidance. You may be eligible for a 'disabled persons' exemption.
5. A separate permission under The Town & County Planning Acts may be required.
- 6 **Site inspections.** After the site visit has been made the three possible decisions that could be given are:
 1. **approve and issue a regularisation certificate if the work is deemed to be in accordance with the building regulations in force at the time of construction;**
 2. **issue a list of points which need to be attended to in order to comply with the regulations. This may include a request for certain items of construction to be exposed;**
 3. **reject and advise that the work does not comply with the regulations.**

If the owner of the property wishes to rectify and/or expose areas of construction, further inspections will be carried out. A regularisation certificate may then be issued if the work is deemed to comply with the regulations in force at the time of construction

3. reject and advise that the work does not comply with the regulations.

If a rejection is issued, no refund of the fee will be given as the fee is payable for the inspection of the site works and not for issuing of the regularisation certificate itself.

I would confirm that it is the intention of this authority not to enter into any correspondence regarding this type of unauthorised work other than by using the regularisation procedure. This would apply, for example, if you were selling your house.

It is important that any building work carried out should be inspected for compliance with the building regulations, to ensure the safety of members of the public.

There will always be instances where work is carried out without the prior knowledge of the local authority and this type of application allows for completed unauthorised work to be regularised. The procedure offers an important safeguard for an owner or any potential buyer of a property.

7. Further information and advice in respect of building regulations can be obtained from Breckland Council.

data protection act 1988:

We will keep any information you give us, in our records, including on computer. We will only use it for the purposes for which you gave it to us and to provide other council services. We will not sell or give the information to a third party, unless it is for anonymous survey, or in connection with government anti-fraud investigations. Please go to the Breckland Council web site for the Building Control Privacy Notice.

checklist

Have you...

1. Completed all parts of the form?
2. Signed the form?
3. Provided a site location plan, including boundaries?
4. Provided detailed plans and specifications?
5. Submitted payment details?

How to contact us:

For further information about building regulations charges, or the services Building Control can provide, please contact us.

Phone 01362 656246 or 01362 656228
E-mail: building.control@breckland.gov.uk
www.breckland.gov.uk



Regularisation Application

The Building Act 1984
The Building Regulations 2010



1. applicant's details - the person for whom the work is being carried out, i.e. the building owner

Name: _____

Address _____

Phone _____ Email: _____

2. agent's details - if applicable

Name: _____ Company Name: _____ Your ref: _____

Address _____

Phone _____ Email: _____

3. location of building

Address _____

4. work to be carried out and use of building

Description: _____

Existing use: _____ Proposed use: _____

5. charges (as agreed quotation)

1. If these are new dwellings please state the number and the number of types

2. Domestic extensions—please state the total internal floor area _____ m²

3. Please state the total estimated cost of work (not including VAT): £ _____

Regularisation charge (you do not pay VAT): £ _____

6. drainage

What sort of foul drainage is proposed? **Sewer / Septic Tank / Cesspool / Other**

7. additional information

Planning application reference number (if this applies): _____

Date when the work was started: _____

Name and telephone number of any competent person who has inspected the work: _____

8. electrical installations

Has/Will any electrical installation be carried out by:

1. An electrician registered with a competent persons self certification scheme **YES / NO**

2. An electrician qualified to sign a BS7671 design, installation and testing certificate **YES / NO**

Additional charges may be payable unless competent electricians are used

9. statement

This notice applies to the building work described above and the requirement of regulation 18.

I enclose the correct charge. I understand that a regularisation certificate will be issued only when the authority is satisfied the regulations have been complied with.

Name: _____ Signature: _____ Date: _____