

Building Act 1984

Building Regulations 2010 (as amended)

**BUILDING CONTROL**

**REGULARISATION APPLICATION**

**(See back for guidance notes)**

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| **1. Applicants details** |
| Name | E-mail |
| Address |  |  |
|  | Postcode | Telephone |

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| **2. Agents details** |
| Name | E-mail |
| Address |  |  |
|  | Postcode | Telephone |

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| --- |
| **3. Location of building to which the work relates** |
| Address |
|  | Postcode |

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| --- |
| **4. Work carried out** |
| Description |  |
|  |  |  |
|  |  |  |

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| **5. Date work carried out** |
| (If not known, give an approximate date) |

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| **6. Use of building** |
| What is the current use of the building e.g. dwelling, shop? |
| What was the previous use of the building? |

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| **7. Charges** |
| Schedule 1 – state number of dwellings |  | Schedule 2 – state floor area of extensions |  |
| Schedule 3 – state estimated cost of proposed work (exc. VAT) |
| Charge payable from schedules (no vat) £ + 50% = £ VAT = Total £ |

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| **8. Statement** |
| The application is given in relation to the building work as described. It is submitted in accordance with Regulation 18 and is accompanied by the appropriate charge.Name…………………………………….. Signature…………………………………… Date ………………. |

**Guidance Notes**

1. The applicant is the building owner.
2. One copy of this notice should be completed and submitted with;
* Scale plans and particulars indicating the works carried out and the location in the building where they have been done.
* Additional plans (as necessary) showing any extra work needed to make the works carried out comply with the Regulations.
* A block plan to a scale of not less than 1:1250.
1. A regularisation application must be accompanied by the appropriate fee, as listed on the Schedule of Fees
2. The appropriate fee is dependent upon the type of work carried out. Fees, scales and methods of calculation are set out in the Guidance Notes on Fees.
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 Council think appropriate to ascertain what work, if any, is required to secure compliance with the relevant Regulations.
4. These notes are for general guidance only. Full particulars of a ‘Regularisation’ request are contained in Regulation 18 of the Building Regulations 2010 (as amended)
5. 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.
6. Further information and advice can be obtained from the Building Control Section or by visiting our website at [www.lancaster.gov.uk](http://www.lancaster.gov.uk)
7. A ‘Regularisation Certificate’ may only be issued once the Council are satisfied that all the relevant Regulations have been complied with.
8. Having difficulty?

If you have any difficulty completing this form, of require any further information or advice, please contact Building Control.

**Building Control**

**PO Box 4**

**Town Hall**

**Lancaster**

**LA1 1QR**

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www.lancaster.gov.uk