

REGULARISATION OF UNAUTHORISED WORK
(For unauthorised building works carried out on or after 11th November 1985)

This form should only be used for an application seeking retrospective approval for unauthorised works.

One copy of this form should be completed and returned to:

Email: building.control@fdean.gov.uk

Post: Building Control, Council Offices, High Street, Coleford, GL16 8HG

Where possible, please include plans/documents which describe the works and may assist in processing the application, such as Architect's/Structural Engineer's details. Depending on the level information provided, the Council may require the applicant to take such reasonable steps, including laying open the unauthorised work for inspection, making tests and taking samples etc., as necessary to confirm the work comply with the relevant requirements of the Building Regulations

The appropriate fee must be paid prior to validation of an application. Payment details can be found at the end of this form.

PLEASE TYPE OR USE BLOCK CAPITALS

1 The address of the Site / Premises:

Address: _____

 _____ Postcode: _____

Approx age of the property: _____

***Note:** A location plan sufficient to readily identify the site should be included*

2 Full description of the work (e.g. single storey extension to enlarge the lounge)

3 Date when works commenced

4 Applicant's details (please give *FULL*** name and contact details).**

Name: _____
 Address: _____
 Postcode: _____ Tel/Mob _____
 Email: _____

5 Agent's details (if applicable) Please give details of the person dealing with the project.

Company: _____ Contact Name: _____
 Address: _____
 Postcode: _____ Tel/Mob _____
 Email: _____

6 Use of the building (where a change of use has occurred)

Present use: _____ Use prior to works: _____

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Plans of the works

Are plans of the works to be regularised available? If so, YES ☐ NO ☐
 please include copies

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Planning Permission

Persons who have carried out building work or make a material change of use of a building are reminded that permission may be required under the Town and Country Planning Acts:

Have you checked if you require planning or listed building consent for the works? YES ☐ NO ☐

Have you made an application for planning or listed building consent for the works? YES ☐ NO ☐

If yes, what is the application reference number? _____

FEES (please see the accompanying fee schedule for the appropriate Council)

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Disabled works

Is the work to provide a facility for a registered disabled person? YES ☐ NO ☐

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TABLE 1**Erection of new dwellings up to 3 storeys & not more than 300m² in floor area**

Is the development funded:	Privately	<input type="checkbox"/>	Plot No(s):	£
	Housing Association	<input type="checkbox"/>	Plot No(s):	£
	Local Authority	<input type="checkbox"/>	Plot No(s):	£
Number of Dwellings:	<input type="text"/>			
Internal floor area:	<input type="text"/>	m ²	Fee due:	£ <input type="text"/>

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TABLE 2**Domestic extensions, loft conversions, detached garages/carports**

Garage/carport internal floor area:	<input type="text"/>	m ²	Fee due:	£ <input type="text"/>
Extension internal floor area:	<input type="text"/>	m ²	Fee due:	£ <input type="text"/>
Loft conversion internal floor area:	<input type="text"/>	m ²	Fee due:	£ <input type="text"/>

(For floor areas over 100m² please use Table 3)

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TABLE 3**Other works based on estimated cost**

Estimated cost (excluding vat):	£ <input type="text"/>	Fee due:	£ <input type="text"/>
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(You may be required to provide an estimate)

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TABLE 3a Miscellaneous Minor Works

Fee due: £

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Statement

I confirm that this application is submitted in accordance with Regulation 18(2) of The Building Regulations 2010 (as amended) and I seek a Regularisation Certificate in respect of the unauthorised works described in Section 2 above. Where an email address is provided, I consent to receive corresponded, including notices, via email.

Name: _____ Signature: _____ Date: _____

General Information

Payment

The application fee must be paid in full prior to validation of an application.

You can pay the building regulations fees:

Telephone: call 01594 810000 Mon to Thurs 9am to 4.45pm and Fri 9am to 4.30pm to pay by credit or debit card. Please ask to pay a building control fee and use the application site address as a reference.

Cheque or postal order: made payable to Forest of Dean District Council, High Street, Coleford, GL16 8HG. Post-dated cheques are not accepted, do not send cash through the post.

In person: by cheque, credit or debit card at our Coleford offices

BACS: Please quote reference: B/C and first line of property address with payment.

- Account No: 00833506
- Sort Code: 30-91-87.
- Account Name: Forest of Dean District Council.

Completion:

Please arrange for a final inspection to be carried out in order that the Local Authority may issue a completion certificate. Please provide a copy of the Declaration of Completion form at the time of the completion inspection. (The Declaration of Completion form will be issued to you with the application acknowledgment/approval notice. If you require a further copy please contact building.control@fdean.gov.uk). If electrical works have been carried out, we will require a copy of the electrical certificate before we can release our Building Regulation certificate. These certificates should be retained with your deeds as they will be required when your property is sold.

Client:

Client is defined as 'any person for whom a project is carried out.'

Data Protection Act:

Forest of Dean District Council provides building regulation services to you. We will use your personal information to provide those services to you and may need to share your information with professional / official consultees (such as the Fire Service) to enable us to do this. For further information about how the council uses information it holds about you please read the [Building Control Privacy Policy](#).

Higher risk building

A higher-risk building has at least 7 storeys or is at least 18 metres in height and either:

- is a hospital or care home;
- has at least 2 residential units

Number of storeys

Number of storeys is defined in accordance with [regulation 6](#) of the Higher-Risk Buildings (Descriptions and Supplementary Provisions) Regulations 2023

The Party Wall Act:

If your proposal involve works to, or near to a party wall or boundary, The Party Wall etc, Act 1996 may apply to you. You are advised to check this and seek suitable professional advice.

Use of building

Where the works relate to a mix use building, please confirm the use per storey.

IMPORTANT:

PLANS OR NOTICES MUST BE SUBMITTED TO THE COUNCIL UNDER THE BUILDING REGULATIONS AND ANY NECESSARY PLANNING PERMISSION OBTAINED (If you haven't already done so you are advised to contact the Planning Department), BEFORE THE START OF WORKS ON SITE.

Updated: Oct 2023