

Building Regulation Application Gloucestershire Building Control Group



THE BUILDING ACT 1984
THE BUILDING REGULATIONS 2010 (As amended)

REGULARISATION OF UNAUTHORISED WORK

(For unauthorised building works carried out on or after 11th November 1985)

PLEASE TYPE OR USE BLOCK CAPITALS

1

Address where unauthorised building work was carried out

Address: _____
Postcode: _____

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

2

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

3

Date when work commenced: _____

4

Applicant's details (please give **FULL** name, postal address and contact details)

Mr/Mrs/Ms/Miss: _____

Address: _____

Postcode: _____ Tel: _____ Fax: _____

Email: _____

Would the applicant prefer to receive correspondence by email? YES NO

5

Agent's details (if applicable, please give details of the person dealing with the project e.g. architect, surveyor)

Company: _____ Contact Name: _____

Address: _____

Postcode: _____ Tel: _____ Fax: _____

Email: _____

Would the agent prefer to receive correspondence by email? YES NO

6

Where change of use has occurred

Present use of building: _____

Previous use of building: _____

7

Plans and specification for regularisation works provided YES NO

Mode of drainage and water supply (e.g. to an existing mains sewer or to a new treatment plant)Foul Water: _____ New Existing (please specify)Surface Water: _____ New Existing (please specify)Water Supply: Mains Other: _____ (please specify)**Public Sewers**

Following the implementation of the Private Sewers Transfer Regulations 2011, persons proposing to make a new direct or indirect drainage connection to a public sewer **or** build over **or** carry out any works within 3 meters of a public sewer are reminded that it is now their responsibility to consult with the relevant sewerage provider and obtain any permission that may be required and ensure the sewer pipe and systems are protected in accordance with the sewerage provider's requirements.

- A sewer which is subject to these regulations will typically carry waste water from more than one property and communicate it to a public sewer.
- Further information on the implementation of the Private Sewers Transfer Regulations is available from: www.defra.gov.uk/environment/quality/water/sewage/sewers and
- www.water.org.uk/home/policy/private-sewer-transfer (Tel: 0207 344 1809)

Sewerage providers contact details:

Severn Trent: Telephone: 01902 793755, Email: net.dev.west@severntrent.co.ukWelsh Water: Telephone: 0800 9172652, Email: developer.services@dwrwymru.com**New/Replacement Septic Tanks/Sewerage Treatment Systems**

If the proposals specify the use of a non-mains drainage system you are advised that the proposals will require either a 'discharge consent licence', or alternatively register the effluent as an 'exempt' facility, with the Environment Agency. You are advised to contact the Environment Agency on the following number to discuss your proposal:

Tel: 0870 8506506 (switchboard will take your enquiry and pass you on to the relevant section).

Domestic electrical installations - please confirm whether all necessary electrical work associated with this application has been carried out by an electrician who is a member of an approved competent person scheme:

 YES

NO A commissioning certificate issued by a competent person should be forwarded to Building Control.

Planning Permission

Persons proposing to carrying out 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? _____

Legally protected species (bats etc)

Please see the attached 'Application guidance notes' for requirements

FEES (please see the accompanying fee schedule for the appropriate Council)
The fee required is 100% of the Building Notice charge excluding VAT plus an additional 50% premium added to it. (This type of application is exempt from VAT)

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

Was the development funded: Privately Housing Association Local Authority

Number of Dwellings:

Internal floor area: m² Fee due: £

12 **TABLE B Domestic extensions, loft conversions & garages/carports**

Garage/carport internal floor area: m² Fee due: £

Extension internal floor area: m² Fee due: £

Loft conversion internal floor area: m² Fee due: £

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

13 **TABLE C Other works based on estimated cost**

Estimated cost (excluding vat): £ Fee due: £

(You may be required to provide an estimate)

14 **Statement**

I confirm that this application is submitted in accordance with Regulation 18 and I seek a Regularisation Certificate in respect of the unauthorised works described under 2 above.

Signed: _____ Name: _____ Date: _____

IMPORTANT INFORMATION

Please note you may be requested to expose areas of work to enable inspections to be made
For further advice on Building Regulation matters please contact your local Building Control Service

 	<p>Cheltenham and Tewkesbury Building Control Service - Situated at Cheltenham: ALL CHEQUES TO BE PAYABLE TO CHELTENHAM BOROUGH COUNCIL Built Environment, PO Box 12, Municipal Offices, Promenade, Cheltenham, Glos, GL50 1PP Tel: 01242 264321 01242 264390 Fax: 01242 227323 Email: buildingcontrol@cheltenham.gov.uk</p>
	<p>Cotswold District Council Building Control, Trinity Road, Cirencester, Glos, GL7 1PX Tel: 01285 623000 Fax: 01285 653905 Email: buildingcontrol@cotswold.gov.uk</p>
	<p>Forest of Dean District Council Building Control Services, Council Offices, High Street, Coleford, Glos, GL16 8HG Tel: 01594 810000 Fax: 01594 812353 Email: building.control@fdean.gov.uk</p>
	<p>Gloucester City Council Building Standards & Control, 4th Floor, Herbert Warehouse, The Docks, Gloucester, GL1 2EQ Tel: 01452 396771 Fax: 01452 396763 Email: buildingcontrol@gloucester.gov.uk</p>
	<p>Stroud District Council Building Control Services, Ebley Mill, Westward Road, Stroud, Glos, GL5 4UB Tel: 01453 754518 Fax: 01453 754511 Email: building.control@stroud.gov.uk</p>

APPLICATION GUIDANCE NOTES

Unauthorised works - Regularisation Certificates

For unauthorised works carried out on or after **11th November 1985** an separate form of application can be made to the local authority in certain instances to regularise the works which is a retrospective form of application- fees for the works are charged as listed in the relevant fee table excluding VAT with an additional 50% premium added to it. This type of application is exempt VAT.

One copy of the following details are required to be submitted at the application stage:

Completed application forms ((Please refer to separate application forms and fee table which can be down loaded at: www.fdean.gov.uk

- Correct fee. (see appropriate fee table for type of work excluding VAT with an additional 50%)
- Site plan 1:1250 or 1:2500
- Detailed plans/specification/supporting information for the actual works carried out (Building control guidance documents are available to down load at: www.fdean.gov.uk

Site inspections and areas of work to be exposed for inspection - To be agreed with the Councils surveyor

Works to provide access and facilities for disabled persons

Fees are not payable when the proposed works is to provide access and facilities in an existing dwelling or extension to store equipment or provide medical treatment for a disabled person. In order to claim an exemption, the appropriate evidence as to the relevance of the adaptation for the persons disability must accompany the application.

Relaxation of Building Regulation requirements

In certain circumstances, local authorities have powers to dispense with or relax regulation requirements. However a majority of the regulation requirements cannot be relaxed because they require something to be adequate or reasonable and to grant a relaxation could mean acceptance of something that was inadequate or unreasonable. For more advice please contact your building control surveyor.

Contraventions of the Building Regulations

Where works are carried out in contravention of the building regulations, the local authority may require it's alteration or removal within a period of time by serving notice on the building owner. Failure to comply with the notice may result in the work being carried out by the local authority who can recover their expenses from the defaulter. The person who contravened the building regulations also renders themselves liable to prosecution for the offence in the Magistrates Court. For more advice please contact your building control surveyor.

Competent Person Schemes

Certain works can be carried out by an installer who is registered with a Competent Persons Scheme and will not require building regulations approval and will not be inspected by building control.

Competent Person Schemes (CPS) were introduced by the UK Government to allow individuals and enterprises to self-certify that their work complies with the Building Regulations as an alternative to submitting a building notice or using an approved inspector.

A Competent Person must be registered with a scheme that has been approved by The Department for Communities and Local Government (DCLG). Schemes authorised by the DCLG are listed on its website at <http://www.communities.gov.uk>

An installer registered with a Competent Person Scheme will notify the local authority on your behalf and will issue a certificate on completion which can be used as proof of compliance. It will also show up on a solicitor's local authority search. Important note: local authority building control are not responsible for any works carried out under a Competent Persons Scheme. Note: Building control are not responsible for any works carried out under a competent persons scheme.

Additional Charge for Electrical Work

Where the proposal includes an element of domestic electrical work controlled under Part P and this is to be carried out by an electrical contractor not registered on a Part P 'competent person' scheme, or qualified to BS7671, an 'additional charge' may be added to the fee arrived at from the fee tables. This is to cover the cost the Council will incur in engaging a specialist to test and inspect the electrical installation on completion. If you are able to tick 'Yes' in Section 9 then you do not need to add the additional charge.

Legally protected species (bats etc)

Existing buildings may have features which are of value to wildlife and which may be used by legally protected species including European Protected Species (e.g. Bats, nesting birds, Dormice & Great Crested Newts etc). Where these species are present, legal protection extends to their places of shelter and a licence from Natural England may be required before works start. It is therefore advisable to take appropriate measures to avoid harm to protected species and a potential offence under the relevant legislation. Natural England are the relevant advisory organisation and can be contacted at: www.naturalengland.org.uk, (Natural England: 0845 600 3078) or contact the Councils Sustainability Team on 01594 810000

Definitions and General Information

Applicant: The applicant is the person on whose behalf the work is being carried out. e.g. the building owner

Agent: The agent is the person or company dealing with the application. Any correspondence will be sent to the person/company named as the agent, except for the completion certificate which is sent direct to the building owner.

Exemption: Charges are not payable when the proposed work is to provide access and facilities in an existing dwelling or an extension to store equipment or provide medical treatment for a disabled person. In order to claim exemption, the appropriate evidence as to the relevance of the adaptation for the person's disability must accompany the application.

Validity: If the works has not commenced after three years from the date of the application was submitted, the application will no longer be valid (Section 32 of The Building Act 1984

Commencement, site inspections & completion: When you intend to start work please contact Building Control giving 48 hours notice. For other site inspections please give 24 hours notice. Site inspections are normally carried out by Building Control at key stages to ensure the works are being carried out in compliance with the Building Regulations. It is your responsibility to ensure Building Control is called at the key stages and a site inspection schedule will be sent to you (together with your building control surveyor contact details) with your letter of acknowledgement and receipt of fee payment. When you complete the work or occupy the building please contact Building Control for a completion inspection giving 5 days notice. All relevant completion certificates should be available at the time of the inspection-see above notes.