

Regularisation of Unauthorised Works Application

The Building Act 1984. The Building Regulations 2010

This form is to be filled in by the owner or agent. Please use black ink. Please send the completed form to the address above or email it to building.control@chelmsford.gov.uk with any relevant information. Please read the notes for guidance before completing this form.

1. Applicants Details

Title: _____ First Name: _____ Surname: _____

Address: _____

Postcode: _____

Phone: _____ Email: _____

Subsequent invoices should be sent to the applicant:

(Please ensure that name, address, phone and email are all provided.)

2. Agent Details (if applicable)

Title: _____ First Name: _____ Surname: _____

Address: _____

Postcode: _____

Phone: _____ Email: _____

Subsequent invoices should be sent to the agent:

(Please ensure that name, address, phone and email are all provided.)

3. Full Address of Building to which Work Relates

4. Regularisation Charge

There is now an additional method of paying some or all of this charge by invoice. Please note that as soon as the invoice is raised, the plan charge is deemed to have been paid so there is no delay.

Please indicate who this invoice should be sent to:

Applicant: Other: (Provide Details)

Agent:

Name: _____

Address: _____

Phone: _____ Email: _____

5. Work Carried Out

Description of works: _____

Date of work (approximate if not known): ____/____/____

6. Use of Building

Previous use of building:

Present use of building:

7. Charges (see guidance note on Charges for more information)

Estimated cost of works or code (if applicable): £_____

Regularisation Charge: £_____ (VAT is not payable)

8. Disposals

1. Please give details of provisions made for the disposal of foul water:

2. Please give details of provisions made for the disposal of surface and roof water:

9. Statement

This notice is given in relation to the building work in accordance with Regulation 18 and is accompanied by the appropriate charge payment.

The building **IS / IS NOT** (*delete as appropriate*) a building to which the Regulatory Reform (Fire Safety) Order applies.

Signature: _____ Name: _____ Date: ____/____/____

Data Protection Declaration

Chelmsford City Council is a Data Controller for the purposes of data protection legislation. All personal information is held and processed in accordance with this. Please refer to our Privacy Notices published on our website at <https://www.chelmsford.gov.uk/privacy> for details. Please contact us if you need the privacy notice in an alternative format.

Notes for Guidance

1. The applicant is the owner of the building.
2. It is not possible to regularise unauthorised works that were carried out prior to 11 November 1985.
3. One copy of this notice should be completed and submitted with plans and particulars indicating the works carried out.
 - 3.1. Where Part B (Fire Safety) imposes a requirement in relation to building work, a further copy of the plans must be deposited.
4. A regularisation application must be accompanied by the appropriate payment.
 - 4.1. VAT is not payable on regularisation applications.
 - 4.2. The appropriate charge is dependant upon the type of work carried out. Scales of charges and methods of calculation are set out in the Guidance Notes on Charges which are available on request.
5. In accordance with Building Regulation 18, 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 authority thinks appropriate, to ascertain what work, if any, is required to secure compliance with the relevant regulations.
6. These notes are for general guidance only. Full particulars of regularisation of unauthorised works are contained in Regulation 18 of The Building Regulations 2010 and, in respect of charges, in the Building (Local Authority Charges) Regulations 2010 and the Chelmsford City Council Scheme for the recovery of Building Regulation Charges and associated matters.
7. Further information and advice can be obtained from Building Control website (www.chelmsford.gov.uk/buildingcontrol), by telephoning 01245 606431, or by writing in to Building Control, PO Box 7544, Civic Centre, Duke Street, Chelmsford, Essex, CM1 1XP.
8. Persons proposing to carry out building work or make a material change of use to a building are reminded that permission may also be required under the Town & Country Planning Acts. For further information, please contact Planning and Development Management on 01245 606431 or visit www.chelmsford.gov.uk/planning.

HELP? সাহায্য? 幫助? 帮助? Yardım? मदद?

Need this in a different format or language?

 01245 606431  building.control@chelmsford.gov.uk