

# Building Regulations Regularisation Application

The Building Act 1984, The Building Regulations 2010 (as amended)

This application form is **ONLY** to be used for unauthorised building works, i.e. without obtaining building regulation approval first, carried out on or after the 11<sup>th</sup> November 1985.

## 1 Applicant's details

Title:.....First Name in full:(*mandatory*) ..... Surname:.....  
Address: .....  
.....Postcode:.....  
Telephone: ..... Fax: ..... E-mail: .....

## 2 Agent's details (*if applicable*)

Title:.....First Name in full:(*mandatory*) ..... Surname:.....  
Address: .....  
.....Postcode:.....  
Telephone: ..... Fax: ..... E-mail: .....

## 3 Location of building to which work relates

Address: .....  
.....Postcode: .....

## 4 Description of unauthorised works

.....  
.....

Please indicate the scope of your project by answering the following:

(a) Please state total floor area of new building / extension

 m<sup>2</sup>

(b) What is the total FULL estimated cost of work?

 £

When was the work carried out ? .....

## 5 Use of building

Existing use: ..... Proposed use: .....

## 6 Charges

*A Regularisation application attracts a charge, payable by the applicant., equal to 120% of the Building Notice charge applicable for the work described. The Regularisation charge does not attract VAT.)*

Regularisation Charge

 £

We accept payment via cheque (*please make cheques payable to Slough Borough Council*) or please tick here to request a telephone call to take a card payment

## 7 Statement

*I am submitting this notice, in accordance with Regulation 21 for the building work described above. I have enclosed the correct charge.I am aware of the accompanying notes overleaf (in particular Item 9)*

First Name  Surname

Signature  Date

You should return this application form and supporting information to:

**Slough Building Control Services, St Martins Place, 51 Bath Road, Slough, Berkshire, SL1 3UF**

Tel: 01753 875810

Fax: 01753 875809

E-mail: [buildingcontrol@slough.gov.uk](mailto:buildingcontrol@slough.gov.uk)

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- 1 **Data Processing Statement:** We will legally process any personal data you provide on this form under the requirements of the Building Act 1984 (The Building Regulations 2010 as amended). As such, there is no legal right to refuse processing as we are legitimately required to do so by UK law. For further information on how we process and store your data please visit: [www.slough.gov.uk/yourprivacy](http://www.slough.gov.uk/yourprivacy).
- 2 The applicant will be required to sign this application. The applicant is usually but not always the building owner. It is the person commissioning the work and normally paying for the work.
- 3 Two copies of this notice should be completed and submitted together with the following:
  - i. Drawings, to a metric scale of at least 1:100, showing the unauthorised work and any additional work required to be carried out to secure that the unauthorised work complies with the requirements relating to building work in the Building Regulations in accordance with the provision of Building Regulation 21. These should include floor plans (all habitable floors), elevations and all relevant dimensions. The drawings should also show the use of each room
  - ii. A block plan to a scale of at least 1:1250 showing the size and position of the building and its relationship to adjoining boundaries, and the location and type of all trees within 30m of the proposal.
  - iii. Drainage - drawings to show the provisions of drainage from the property
  - iv. Structural calculations and details to confirm the adequacy of beams and other structural members which were installed.
- 4 Where Part B (Fire Safety) imposes a requirement in relation to building work, (the building is a designated use under the Regulatory Reform (Fire Safety) Order 2005, which includes offices, factories, shops, hotels and/or any workplace where more than one person is employed), you must deposit two further copies of plans which show compliance with the requirements .
- 5 Subject to certain exceptions, a Regularisation application attracts charges payable by the applicant. This charge is equal to 120% of the Building Notice charge applicable for the work described. The Regularisation charge does not attract VAT.  
  
Charge scales and methods of calculation are set out in our Building Control Charges Fact Sheet.
- 6 According to certain sections of the Public Health Act 1936, you can have your private waste and surface water drains and sewers connected to the public sewers (where possible). If you want to have your drains connected in this manner, you must give the appropriate authority at least 21 days notice.  
  
Please note that there are special arrangements for industrial waste and advice should be sought prior to undertaking.
- 7 If you have carried out unauthorised building work or made a material change of use of a building, you are reminded that permission may be required separately under the Town & Country Planning Acts.
- 8 These notes are for general guidance only, particulars regarding deposit of plans are contained in Regulation 21 of the Building Regulations 2010.
- 9 If you require further guidance or assistance with the submission of your application, please contact us at Slough Building Control Services, Slough Borough Council, St Martins Place, 51 Bath Road, Slough, Berkshire, SL1 3UF  
Tel: 01753 875810 Fax: 01753 875809 E-mail: [buildingcontrol@slough.gov.uk](mailto:buildingcontrol@slough.gov.uk)
- 9 The issuing of a regularisation certificate is not unconditional. You may be required to open up parts of the works to allow adequate inspection. Works found to be in non-conformance with the Building Regulations will not be eligible for a certificate until removed or altered to the satisfaction of the Local Authority