



# REGULARISATION APPLICATION

This form should be completed by the person who carried out the building work or their agent. If you need help to complete this form please contact us. Where an email address is supplied this will be used for all correspondence. Please include a copy of the site plan and any other relevant plans and calculations with your application.

**1 Applicant's details** (building owner)  Use as main contact for correspondence

Name \_\_\_\_\_ Address \_\_\_\_\_  
\_\_\_\_\_  
Postcode \_\_\_\_\_

Mobile \_\_\_\_\_ Tel \_\_\_\_\_ Email \_\_\_\_\_

**2 Agent's details** (if applicable)  Use as main contact for correspondence

Name \_\_\_\_\_ Company name \_\_\_\_\_  
Address \_\_\_\_\_ Postcode \_\_\_\_\_  
Mobile \_\_\_\_\_ Tel \_\_\_\_\_ Email \_\_\_\_\_

**3 Builder's details** (if applicable)  Use as main contact for correspondence

Name \_\_\_\_\_ Company name \_\_\_\_\_  
Address \_\_\_\_\_ Postcode \_\_\_\_\_  
Mobile \_\_\_\_\_ Tel \_\_\_\_\_ Email \_\_\_\_\_

**4 Location of building to which work relates**

Address \_\_\_\_\_  
\_\_\_\_\_  
Postcode \_\_\_\_\_

Local Authority where work was carried out

**5 Description of work carried out**

\_\_\_\_\_

**6 Use of building**

\_\_\_\_\_

\_\_\_\_\_

**7 Date works carried out**

Approx start date \_\_\_\_\_ Approx completion date \_\_\_\_\_

**8 Town & Country Planning Acts**

Do the submitted plans correspond with the terms of any planning permission granted or planning permission currently applied for ?

Yes  No

Planning Application No. (if known)

Continued over...

**9 Domestic electrical work** (to be completed for all domestic applications that include electrical work)

Will a competent electrician, who is registered with a Part P self-certifying scheme, carry out the electrical installation?

Please tick the appropriate box **Yes**  **No**  (if **No**, see note 9 below)

**10 Charges** (see our current charges for more information)

Charges taken from Table **A**  **B**  **C**  Individually determined fee   
(Please attach copy of agreed fee)

If **Table A**: number of dwellings: \_\_\_\_\_

If **Table B**: Total floor area of new building/extension \_\_\_\_\_ m<sup>2</sup>

If **Table C**: Estimated cost of work (ex VAT) £ \_\_\_\_\_ or number of installations \_\_\_\_\_

Is the work in question exempt from Building Regulations charges? **Yes**  **No**

If **Yes**, please provide evidence to support this claim.

Total charge £ \_\_\_\_\_ (Regularisation applications are not subject to VAT)

**11 Payment options**

I  My client can be contacted on Tel \_\_\_\_\_ to make a card payment.

I  My client will contact Building Control on 01483 444000 to make a card payment

**12 Statement**

This notice is given in relation to the building work as described, is submitted in accordance with Regulation 12(2)(a) and is accompanied by the appropriate payment.

Name: \_\_\_\_\_ Signature: \_\_\_\_\_ Date: \_\_\_\_\_

**Notes**

1. Regularisation only applies to unauthorised work commenced on or after 11 November 1985.
2. Please complete this form and submit with site plan, plans and particulars showing any additional work required to be carried out to ensure that the unauthorised work complies with the requirements of the Building Regulations, in accordance with the provisions of Building Regulation 18.
3. The regularisation charge is calculated in accordance with current charge regulations. A Guidance Note on Charges is available separately.  
There is no entitlement to a refund of any regularisation charge paid, even where the Local Authority is not able to determine whether the work complies with the relevant requirements.
4. Regularisation does not prejudice the powers of a Local Authority under Section 36 of the Building Act 1984 or of any other statutory requirement or enactment affecting the building.
5. Where a Local Authority receives a request for regularisation, they may require the 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 that the relevant requirements are met. If an applicant is unwilling to comply with any reasonable request, he/she runs the risk that the Local Authority will be unable to judge whether the work satisfies the applicable Regulations.
6. These notes are for guidance only. Particulars regarding regularisation are contained in Regulation 18 of the Building Regulations 2010 and, in respect of charges, in the Building (Local Authority Charges) Regulations 2010.
7. Persons who have carried out building work or made a material change of use of a building are reminded that permission may have been required under the Town & Country Planning Acts.
8. Further information and advice concerning the Building Regulations and Town Planning matters may be obtained from the Council Offices.
9. Where electrical work is not carried out and registered by an electrician under a Part P competent persons scheme an additional fee/ application will be required for this work.

**Correspondence address**

Guildford Borough Council, Building Control, Millmead House, Millmead, Guildford, GU2 4BB

Telephone: 01483 444000

Email: [buildingcontrol@guildford.gov.uk](mailto:buildingcontrol@guildford.gov.uk)

[www.guildford.gov.uk/buildingcontrol](http://www.guildford.gov.uk/buildingcontrol)



GUILDFORD  
BOROUGH



Get No. FS 776322  
ISO 9001

## Privacy Statement

The information you provide on this form will be used only for the purposes of the work in connection with your building control application in processing and assessing your project for compliance with the Building Regulations 2010 (as amended) in line with our statutory duty.

Your personal information will be processed in line with Data Protection legislation. It will not be disclosed to third parties for marketing purposes, but may be lawfully shared with certain third parties (consultant structural engineers, electrical engineers and heat producing appliance engineers) for the purposes of assessing compliance under the Building Regulations.

If you believe the data we process on you is incorrect you may request to see this information and, if necessary have it corrected or deleted. If you wish to raise a complaint you can contact our Data Protection Officer at the address below.

If you believe we are not processing your data lawfully you can complain to the Information Commissioner's Office (<https://ico.org.uk/>).

Further details are available on our website - <https://www.guildford.gov.uk/dataprotection>, or from the Information Rights Officer, Guildford Borough Council, Millmead, Guildford, GU2 4BB (email: [iro@guildford.gov.uk](mailto:iro@guildford.gov.uk))