

# Building Control Services Regularisation

Building Act 1984 Building Regulations 2000

Salford City Council

Return to: Urban Vision Partnership Ltd, Building Control Section, 2nd Floor, Emerson House, Albert Street, Eccles, Salford M30 0TE

## Application to Regularise Unauthorised Building Works

This form is to be completed either by the person who has carried out work or their agent. If the form is unfamiliar please read the Guidance Notes overleaf or consult the Building Control Office. Please complete this form in block letters or type.

### 1 Applicant's details:

Title: ..... Surname: ..... Initial: .....

Address: .....

Post code: ..... Tel: ..... Fax/E-mail .....

### 2 Agent's details: (If applicable)

Title: ..... Surname: ..... Initial: .....

Address: .....

Post code: ..... Tel: ..... Fax/E-mail .....

### 3 Location of building work: (If different from applicant)

Address: .....

Post code: ..... Tel: ..... Fax: .....

### 4 Work undertaken

Number of storeys: .....

Description: .....

Date work commenced: .....

Date work completed: .....

### 5 Use of building:

1. Indicate the Principal Use of the Building(s): .....

2. Fire Precautions Act 1971: Are the premises a "Designated Use"? ..... YES/NO (See Note 12)

### 6 Planning Permission:

Have you applied for / obtained Planning Consent for your Proposal? ..... YES/NO

### 7 Statement

This notice is given in relation to the building work as described, is submitted in accordance with Building Regulation 13 (a) and is accompanied by the appropriate fee. I understand that the Local Authority are under no obligation to either; accept the notice, or if accepted, issue a certificate.

Name: ..... Signature: ..... Date: .....

## Notes (Regularisation)

1. The applicant is the person on whose behalf the work was carried out, e.g. the building owner.
2. One copy of this notice should be completed and submitted.
3. Where the proposed work included the erection of a new building or extension this notice shall be accompanied by the following:
  - 3.1 A plan of the Unauthorised Works, and
  - 3.2 A plan showing any additional works required to secure compliance with the relevant requirements of the Building Regulations applicable at the time when the works were carried out.
4. For details of the Regularisation Fee payable see the separate advice note, which is available on request.
5. When a Local Authority receives such an application they may require the applicant to take such reasonable steps, including; laying open the unauthorised works for inspection by the Local Authority, making tests and taking samples, as the Local Authority think appropriate to ascertain what work, if any, is required to secure compliance with the relevant requirements.
6. A Local Authority may notify the applicant that the authority cannot determine what work is required to comply with the relevant requirements, in this event there is no entitlement to a refund of any fee paid.
7. A Regularisation Certificate may be issued, if and when the Local Authority are satisfied that it is prudent to do so.
8. A Regularisation Certificate is evidence (but not conclusive evidence) that the relevant requirements specified in the certificate are complied with.
9. The deposit of an application for a Regularisation Certificate does not prejudice the enforcement powers available to the Local Authority under Section 36 of The Building Act 1984.
10. Persons having carried out building work or having made a material change of use of a building are reminded that permission may still be required under the Town and Country Planning Acts.
11. Further information and advice concerning the Building Regulations and Planning matters may be obtained from your Local Authority.
12. "Designated Uses" are premises, which are or contain the following uses: Hotel or Boarding House, Factory, Office, Shop or Railway premises.
13. Cheques to be made payable to Salford City Council.

### Please complete the relevant section below:

Work Type	Regularisation Fee		
<b>New Housing (Table A)</b>			
No. of Dwellings: .....			
Sub Total			
<b>Domestic Extensions, Garages and Carports (Table B)</b>			
Description: .....			
Floor area: .....m <sup>2</sup>			
Sub Total			
<b>All Other Work (Table C)</b>			
Description: .....			
Total estimated cost: .....			
Sub Total			
<b>Total</b>			
		<b>For office use only - Fee check</b>	
		Officer's Initials .....	Date .....