

Unauthorised Work

(regularisation) form

Building Act 1984

The Building Regulations 2010 (as amended)

The Building (Local Authority Charges)

Regulations 2010



Read the relevant guidance notes thoroughly to help you fill in this form. Your application will be delayed if you do not fill in the form correctly or enclose all the plans we ask for. If you need more help, please phone Building Control on 01483 444545. Please use CAPITAL LETTERS to fill in the form.

1 Applicant's details	2 Agent's details (if you have one)
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<p>Name <input type="text"/></p> <p>Address and postcode <input type="text"/></p> <p>Phone number <input type="text"/></p> <p>Mobile number <input type="text"/></p> <p>E-mail <input type="text"/></p>	<p>Name <input type="text"/></p> <p>Address and postcode <input type="text"/></p> <p>Phone number <input type="text"/></p> <p>Mobile number <input type="text"/></p> <p>E-mail <input type="text"/></p>
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3 About the work

Address of the property where the work has been carried out.

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Give a description of the work that has been carried out (for example, a single-storey extension).

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When was the work carried out?

(If you are not sure, please try to give an approximate date)

Please note that we cannot authorise (regularise) any work carried out before 11 November 1985.

4 About the site and its services

What was the site used for before the work was carried out?

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What is the site used for at the moment?

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How is water supplied to the site?

How are you removing:

- surface water from the site?
- sewage water from the site?

5 Planning Permission

Do you have planning permission for the work that has been carried out?

No, I don't need planning permission.

Yes, the planning permission number is:

6 Charges (fees)

You will need to work out an unauthorised charge based on the number of new building dwelling houses and flats (Table A), the internal floor area of the extension(s) (Table B) or (Table D) or the estimated total cost of the work (Table C) or (Table E) that has been carried out. This charge is equivalent to the net plan charge and inspection charge paid for a full plans application plus 50%. VAT is not payable for regularisation applications.

Please use the guidance notes on charges to help you do this.

Please write the charge amount you are sending us in this box.

£

7 Signature

I am applying for a regularisation certificate for the work described above and shown on the plans in accordance with Regulation 18 of the Building Regulations.

Your
signature:

I am: the applicant.

Date:

the agent applying on
behalf of the applicant.

This application form is available on our website at www.guildford.gov.uk/buildingcontrol or alternatively you can submit online at www.guildford.gov.uk/bconline

Please check that you have done the following.

- Answered all of the questions on this form and enclosed two copies of the filled-in form, signed and dated.
- Enclosed two copies of the site (block) plan at a scale of 1:1250 or 1:2500, with the site outlined in red.
(We may ask you to submit further plans once we have received your application)
- Enclosed four copies of the floor plans and site layout (only if your property is listed or will be listed under the Regulatory Reform (Fire Safety) Order 2005.
- Enclosed a copy of a letter from us that confirms you do not need planning permission for the proposed work (if you have been sent a letter).
- Enclosed a completed building control charges form.
- Online payment made.

Once you have ticked the relevant boxes above, send your application to:

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

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).