



Building Control
 Portland House
 44 Richmond Road
 Worthing
 BN11 1LF

REGULARISATION APPLICATION

THE BUILDING REGULATIONS 2010
 BUILDING ACT 1984



Contact:
 Tel: 01903 221385
 E-mail: building.control@adur-worthing.gov.uk

If this form is unfamiliar, please read the notes on the reverse side or consult the office indicated.

1 Applicant Details:
 NAME:.....
 ADDRESS:

Post Code:.....
 Tel No: E-mail:

OFFICE USE ONLY

 Date Received

2 Agent Details: (if applicable)
 NAME:.....
 ADDRESS:

 Post Code:.....
 Tel No: E-mail:

Receipt No:

3 Location of building to which work relates:
 ADDRESS:.....

Post Code:.....

4 Unauthorised Work:
 Description:

 Date carried out (if not known give approximate date):

5 Use of Building
 Is the building put to a designated use under the Regulatory Reform (Fire Safety) Order 2005?
 YES/NO
 Present use of building:

6 Fees: (See Guidance Note on Fees for Information)
 Amount of Regularisation Fee: £
 Total estimated cost of work (if applicable): £

7 STATEMENT
 The Application is in relation to the unauthorised building work as described above and is submitted in accordance with Regulation 18
 Name:Signature:Date:.....

Guidance Notes

- | | |
|---|---|
| 1 | The applicant is the building owner. |
| 2 | One copy of this notice should be completed and submitted with plans and particulars indicating the works carried out and plans indicating any proposed works known to be required to secure compliance of the unauthorised work.
Where Part B (Fire Safety) imposes a requirement in relation to building work a further two copies of the plans should be deposited. |
| 3 | A Regularisation application must be accompanied by the appropriate fee, which is charged at a rate of 130% of the normal fee payable had the works not otherwise already been carried out (VAT is not payable). |
| 4 | The appropriate fee is dependent upon the type of work carried out. Fee scales and methods of calculation are set out in the Guidance Notes on Fees which is available on request. |
| 5 | In accordance with Building Regulation 18(3) 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 think 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 a “Regularisation” request are contained in Regulation 18 of the Building Regulations 2010 and in respect of fees the Building (Local Authority Charges) Regulations 2010. |
| 7 | Persons who have carried out the building work or have made a material change of use of a building are reminded that permission may also have been required under the Town and Country Planning Act. |
| 8 | Further Information and advice concerning the building Regulations and planning matters may be obtained from the Building Control Partnership, Portland House, 44 Richmond Road, Worthing, West Sussex, BN11 1LF. Tel: 01903 221385 |