**Building Regulation Application**

**Gloucestershire Building Control Group**

**THE BUILDING ACT 1984**

**THE BUILDING REGULATIONS 2010**

**REGULARISATION OF UNAUTHORISED WORK**

(For unauthorised building works carried out on or after 11th November 1985)

|  |  |
| --- | --- |
|  | **PLEASE TYPE OR USE BLOCK CAPITALS** |
| **1** |  | **Address where building work has been carried out** |
|  |  | Address: |  |
|  |  |  | Postcode: |  |
|  |  | ***Note:*** *A location plan sufficient to readily identify the site should be included* |
|  |
|  |  |  |
| **2** |  | **Full description of unauthorised work** *(e.g. single storey extension to enlarge the lounge)* |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |
| **3** |  | **Date when work commenced:** |  |
|  |
|  |  |  |
| **4** |  | **Applicant’s details** *(please give* ***FULL*** *name, postal address and contact details)* |
|  |  | Mr/Mrs/Ms/Miss: |  |
|  |  | Address: |  |
|  |  |  | Postcode: |  |
|  |  | Email: |  | Tel: |  |
|  |
|  |  |  |
| **5** |  | **Agent’s details** *(if applicable, please give details of the person dealing with the project e.g architect, surveyor)* |
|  |  | Company: |  | Contact Name: |  |
|  |  | Address: |  |
|  |  |  | Postcode: |  |
|  |  | Email: |  | Tel: |  |
|  |  |  |
|  |  |  |
| **6** |  | **Where change of use has occurred** |
|  |  | Present use of building: |  |
|  |  | Previous use of building: |  |
|  |  |  |
|  |  |  |
| **7** |  | **Plans of regularisation works** | YES❑ NO ❑ |
|  |  |  |
|  |  |  |
| **8** |  | **Mode of drainage and water supply** *(e.g. to an existing mains sewer or to a new treatment plant)* |
|  |  | Foul Water: |  | New ❑ Existing ❑ | (please specify) |
|  |  | Surface Water: |  | New ❑ Existing ❑ | (please specify) |
|  |  | Water Supply: | Mains ❑ | Other: |  | (please specify) |
|  |  |  |
|  |  |  |
| **9** |  | **Planning Permission** |
|  |  | Have proposals been subject to a Planning application? | YES❑ NO ❑ |
|  |  | If yes, what is the application reference number? |  |
|  |  | **FEES** ***(please see the accompanying fee schedule for the appropriate Council)*** |
|  |  | **Please note that VAT is not payable on Regularisation applications** |
| **10** |  | **Schedule 1** | **Erection of new dwellings up to 3 storeys & not more than 300m2 in floor area** |
|  |  | Was the development funded: | Privately [ ]  | Housing Association [ ]  | Local Authority [ ]  |
|  |  |  |
|  |  |  | Number of Dwellings: |       |  |  |  |
|  |  |  |  |  |  | Fee due: | £       |
|  |  | Internal floor area: |       | m2 |
|  |  |
|  |  |  |
|  |  |  |
| **11** |  | **Schedule 2** | **Domestic extensions, loft conversions & garages/carports** |
|  |  |  | Garage/carport internal floor area: |       | m2 | Fee due: | £       |
|  |  |  |  |  |  |  |  |
|  |  | Extension internal floor area: |       | m2 | Fee due: | £       |
|  |  |  |  |  |  |  |  |
|  |  | Garage conversion: |       | m2 | Fee due: | £       |
|  |  |  | *(For floor areas over 100m2 please use Schedule 3)* |
|  |  |  |
|  |  |  |
| **12** |  | **Schedule 3** | **Other works based on estimated cost** |
|  |  |  | Estimated cost (excluding vat): | £       | Fee due: | £       |
|  |  |  | *(You may be required to provide an estimate)* |
|  |  |  |
|  |  |  |
| **13** |  | **Schedule 4** | Installation of solar or PV panels | Fee due: | £       |
|  |  |  | Replacement doors/windows | Fee due: | £       |
|  |  |  |
|  |  |  |
| **14** |  | **Statement** |
|  |  | I confirm that this application is submitted in accordance with Regulation 18(2) and I seek a Regularisation Certificate in respect of the unauthorised works described under 2 above. |
|  | Signed: |  | Name: |       | Date: |        |
|  |  |  |

**IMPORTANT INFORMATION**

***Please note you may be requested to expose areas of work to enable inspections to be made***

**For further advice on Building Regulation matters please contact your local Building Control Service**

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|  |  | **Cheltenham AND Tewkesbury Building Control Service – Situated at Cheltenham****ALL CHEQUE TO BE PAYABLE TO CHELTENHAM BOROUGH COUNCIL**Built Environment, Municipal Offices, Promenade, Cheltenham, Glos, GL50 1PP |
| Tel: 01242 264321 01242 264390 | Fax: 01242 227323 | Email: buildingcontrol@cheltenham.gov.uk |
|  |
|  | **Cotswold District Council**Building Control, Trinity Road, Cirencester, Glos, GL7 1PX |
| Tel: 01285 623000 | Fax: 01285 653905  | Email: buildingcontrol@cotswold.gov.uk |
|  |
|  | **Forest of Dean District Council**Building Control Services, Council Offices, High Street, Coleford, Glos, GL16 8HG |
| Tel: 01594 810000 | Fax: 01594 812353 | Email: building.control@fdean.gov.uk  |
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|  |
|  | **Gloucestershire Building Control Partnership**For charges please see charges information sheetGloucestershire Building Control Partnership, Ebley Mill, Ebley Wharf, Stroud, Glos, GL5 4UB |
|  | Email: building.control@stroud.gov.uk |
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*Updated: May 2020*