**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)

|  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
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|  | | **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* | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
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| **2** |  | **Full description of unauthorised work** *(e.g. single storey extension to enlarge the lounge)* | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
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| **3** |  | **Date when work commenced:** | | | | | | | | |  | | | | | | | | | | | | | | | | | | | | | |
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| **4** |  | **Applicant’s details** *(please give* ***FULL*** *name, postal address and contact details)* | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
|  |  | Mr/Mrs/Ms/Miss: | | | | |  | | | | | | | | | | | | | | | | | | | | | | | | | |
|  |  | Address: | | |  | | | | | | | | | | | | | | | | | | | | | | | | | | | |
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|  |  | Email: |  | | | | | | | | | | | | | | | | | | Tel: | | | |  | | | | | | | |
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| **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: | | | |  | | | | | | | |
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| **6** |  | **Where change of use has occurred** | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
|  |  | Present use of building: | | | | | |  | | | | | | | | | | | | | | | | | | | | | | | | |
|  |  | Previous use of building: | | | | | |  | | | | | | | | | | | | | | | | | | | | | | | | |
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| **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) | |
|  |  |  | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
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| **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)* | | | | | | | | | | | | | | | | | | | | | | | | | | | |
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| **12** |  | **Schedule 3** | | | **Other works based on estimated cost** | | | | | | | | | | | | | | | | | | | | | | | | | | | |
|  |  |  | | | Estimated cost (excluding vat): | | | | | | | | | | | £ | | | | | | | | Fee due: | | | | | | | | £ |
|  |  |  | | | *(You may be required to provide an estimate)* | | | | | | | | | | | | | | | | | | | | | | | | | | | |
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| **13** |  | **Schedule 4** | | | Installation of solar or PV panels | | | | | | | | | | | | Fee due: | | | | | | | | | | | | | | | £ |
|  |  |  | | | Replacement doors/windows | | | | | | | | | | | | | | | | Fee due: | | | | | | | | | | | £ |
|  |  |  | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
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| **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 sheet  Gloucestershire Building Control Partnership, Ebley Mill, Ebley Wharf, Stroud, Glos, GL5 4UB | | |
|  | Email: building.control@stroud.gov.uk | |
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*Updated: May 2020*