

# Planning and Development

Head of Planning and Enforcement: Adele Hayes



## BUILDING REGULATIONS - Regularisation Application

The Building Act 1984 and The Building Regulations 2010 (as amended)

<b>1</b>	<b>Applicant's Details</b>	
	Name	
	Address	
	Post Code:	
<b>Email:</b>	<b>Tel:</b>	<b>Mobile:</b>
<b>2</b>	<b>Agent's Details (if applicable)</b>	
	Name	
	Address	
	Post Code:	
<b>Email:</b>	<b>Tel:</b>	<b>Mobile:</b>
<b>3</b>	<b>Location of Building</b>	
	Address	
	Post Code	
<b>4</b>	<b>Work Carried Out</b>	
	Description	
<b>5</b>	<b>Drainage information (please delete as required)</b>	
	Foul Drainage:- Separate sewer / Combined sewer / Septic Tank Discharging To: Surface Water Drainage:- Combined Sewer / Surface water sewer / Direct discharge to water course	
<b>6</b>	<b>Charges (See note 3 and separate guidance notes on charges for information)</b>	
	1. If schedule 1 work, please state total number of dwellings Total	
	2. I schedule 2 work, please state the floor area in square metres	
	3. If schedule 3 work, please state the estimated cost of the work excluding VAT and professional fees: £	
Plan Charge: £	Plus 50% £	Total: £
<b>7</b>	<b>Statement</b>	
	This notice is given in relation to the building work described, is submitted in accordance with Regulation 18 and is accompanied by the appropriate charge.	
	Name Signature Date	
<b>8</b>	<b>For office use only:-</b>	
	Payees Name:- Receipt Date:- Received by:-	
	Total Charge Paid no Vat £ Receipt No:- Cash / Cheque / Card	

This form is to be filled in by the person who intends to carry out the work or their agent. If the form is unfamiliar please read the reverse side or consult the office indicated over. **Please use block capitals.**

## Notes

---

1. The applicant is the person on whose behalf the work is being carried out, e.g. the owner of the building.
2. One copy of this form should be completed and submitted with plans and particulars in accordance with the provisions of Building Regulation 21.  
  
This should include:
  - a) A description of the unauthorised work.
  - b) So far as practicable, a plan of the work showing the layout, materials, constructional details and any structural/thermal calculations deemed necessary.
3. Subject to certain exceptions a Regularisation Application attracts a fee payable by the applicant at the time of application.  
  
Schedule 1 prescribes the plan and inspection fees payable for small domestic buildings. *i.e. Dwellings up to 300 sq metres in floor area.*  
  
Schedule 2 prescribes the fees payable for extensions to a dwelling house.  
  
Schedule 3 prescribes the fees payable in all other cases *these are all based on the estimated cost of the work involved.*
4. Work may have to be exposed to enable an inspection to be made
5. These notes are for general guidance only, particulars regarding Regularisation Applications are contained in Regulation 13A of The Building Regulations 2010 and, in respect of charges Chorley Borough Council's Scheme of Charges made under The Building (Local Authority Charges) Regulations 1998.
6. It may be necessary for parts of the work to be exposed to enable a full inspection to be made. e.g. foundations, lintels, beams, joists, insulation etc.
7. Persons having carried out building work or made a material change of use of a building without consent are reminded that retrospective permission may need to be applied for under the Town and County Planning Act.
8. Further information and advice concerning the Building Regulations and Planning matters may be obtained from Planning Services at the address shown.

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 that are available on request.

Further information is available from and the forms should be returned to:

Planning Services  
Civic Building  
Union Street  
Chorley  
Lancashire  
PR7 1AL



General enquiries Tel: 01257 515162