



Regularisation Application



The Building Act 1984
The Building Regulations 2010 (as amended 2012)

This form is only to be used where building work has previously been undertaken without prior Building Regulation approval being obtained from this authority i.e. unauthorised work and the owner/applicant now wishes to regularise the situation.

1 Applicant's details (see note 1 overleaf) Please print details in block capitals

Surname: _____ Forename(s) _____
 Address: _____
 Postcode: _____ Tel: _____ Fax: _____
 E. Mail Address: _____

2 Agent's details (if applicable) Please print details in block capitals

Name: _____
 Address: _____
 Postcode: _____ Tel: _____ Fax: _____
 E. Mail Address: _____

3 Location of building to which work relates (if different to 1 above)

Address: _____
 Postcode: _____ Tel: _____ Fax: _____

4 Description of unauthorised work (see note 2 over)

5 Date work was carried out/commenced

6 Use of building

Is the building subject to the Regulatory Reform (Fire Safety) Order 2005 (see note 5 over) YES / NO

7 Domestic Electrical Work: to be completed for all domestic applications where electrical work was carried out (see note 9 over)

Did a competent electrician who is registered with a Part P self-certifying scheme carry out the electrical installation? YES / NO
 If yes, please supply their Trade Association (e.g. NICEIC ELECSA) Reg Number, and a copy of any electrical certificate relating to the unauthorised work.

8 Charges (see note 3 over) (See also separate charges guidance notes).

When charges are based on estimated cost of the work, a written estimate of the total cost of the relevant building work shown on the plans must be provided.

Floor area of extension (if applicable) _____ m²
 Estimated cost of work £ _____
 Regularisation charge £ _____ Total £ _____ Receipt No: _____

9 Statement to be completed by the owner ie applicant

Foul water drainage: _____ Surface water drainage: _____

10 Statement

This notice is given in relation to the building work as described, is submitted in accordance with Regulation 18 and is accompanied by the appropriate charge.

Name: _____ Signature: _____ Date: _____

This authority is under a duty to protect the public funds it administers, and to this end may use the information you have provided on this form for the prevention and detection of fraud. It may also share the information with other bodies responsible for auditing or administering public funds for these purposes.





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Guidance Notes

1 The applicant is the person on whose behalf the work is being carried out.

2 One copy of this notice should be completed and submitted with plans and particulars indicating the works carried out.

Where Part B (Fire Safety) imposes a requirement in relation to building work a further two copies of the plans should be submitted.

3 The regularisation charge is calculated in accordance with current charges regulations and is normally payable at the time of submission. The charge is a single payment which covers all necessary site visits until satisfactory completion of the work. The appropriate charge is dependent upon a number of factors and the type of work proposed. Full details and methods of calculation are set out in our Guidance Notes on Charges, which is available on request.

4 In accordance with Building Regulation 18 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.

5 If you are proposing to carry out work or make a material change of use to a building other than certain 'exempt building' listed in the Regulatory (Fire Safety) Order 2005, you must indicate the fact on this form.

6 These notes are for general guidance only, full particulars of a Regularisation certificate request are contained in Regulation 18 of the Building Regulations 2010 (as amended 2012), and in respect of charges, in the Building (Local Authority Charges) Regulations 2010.

7 Any building work or a material change of use of a building may also require permission under the Town & Country Planning Act. Further information and advice can be obtained from Development Control.

8 Once we are satisfied that the work on-site complies with the Building Regulations in force at the time the unauthorised works were commenced we may issue a regularisation certificate. The regularisation certificate should not be confused with a guarantee or warranty on the work. If you require a guarantee or warranty you should discuss this with the person who carried out the work. A regularisation certificate shall be evidence (but not conclusive evidence) that the relevant requirements specified in the certificate have been complied with.

9 If you have or intend to carry out certain electrical works, an additional building control charge may apply if you did/do not use an electrician who is registered with a Part P self-certifying scheme. Please refer to our separate fees guidance notes and Electrical Safety guidance notes for further advice on this.

Please ensure you have:

- i. Provided the applicant's full name and telephone number
- ii. Entered the full postcode
- iii. Enclosed a block plan
- iv. Enclosed the appropriate fee
- v. Signed the form
- vi. Plans and details of the unauthorised work
- vii. Copies of any electrical certificates, structural calculations, etc relevant to the unauthorised work. (If applicable).



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