

**REGULARISATION OF  
UNAUTHORISED BUILDING WORK**

This form is to be filled in by the person who carried out the work or their agent. If the form is unfamiliar please read notes on the reverse side or consult the office indicated. Please type or use **BLOCK CAPITALS**.

**1 Applicant or Owner**

Name: \_\_\_\_\_  
Address: \_\_\_\_\_  
Post Code: \_\_\_\_\_ Tel: \_\_\_\_\_  
Mobile Tel: \_\_\_\_\_ E-mail Address: \_\_\_\_\_

**2 Agent or Architect (if applicable)**

Name: \_\_\_\_\_  
Address: \_\_\_\_\_  
Post Code: \_\_\_\_\_ Tel: \_\_\_\_\_  
Mobile Tel: \_\_\_\_\_ E-mail Address: \_\_\_\_\_

**3 Location of building to which the work relates**

Address: \_\_\_\_\_  
Post Code: \_\_\_\_\_ Tel: \_\_\_\_\_

**4 Proposed Work**

Description of unauthorised development or work carried out: \_\_\_\_\_  
Date works carried out: \_\_\_\_\_

**5 Use of Building**

If it was new building, or extension, please state current use: \_\_\_\_\_  
If existing building, please state previous use: \_\_\_\_\_  
Does the Regulatory Reform (Fire Safety) Order 2005 (RRO) apply to the building? Yes  No

**6 Fees and Payments** (for details of charges please see separate fee charges sheets)

Were the works for the benefit of a disabled person? Yes  No   
If **YES**, a fee **may** not be required, see Guidance Note 6a?

Type of Work/Schedule	Charge
1. If Schedule 1 work please state number of dwellings: Under 300m <sup>2</sup> <input type="text"/> Over 300m <sup>2</sup> <input type="text"/>	£ <input type="text"/>
2. If Schedule 2 work please state floor area: <input type="text"/> m <sup>2</sup>	£ <input type="text"/>
3. If Schedule 3 work please state estimated cost of work excluding VAT: £ <input type="text"/>	£ <input type="text"/>

If the plan fee is based on the estimated cost of work, please quote the full cost of the work carried out at current rates.  
**All electrical work associated with domestic applications carried out after the 1st January 2005 must meet the requirements of Part P (Electrical Safety). Prior to completion the council must be satisfied that Part P has been complied with.**

Was all electrical work designed, installed, inspected, and tested by a 'Competent Person Scheme Member' approved by Communities and Local Government (C.L.G.)? Yes  No   
The above also includes any installer not registered with a Part P Competent Persons self-certification scheme but was qualified to complete a BS 7671 Installation Certificate, a copy of which will need to be supplied to Building Control.  
If **NO**, Building Control will carry out inspection and testing of the electrical installation to ensure compliance with all relevant requirements.

It is the applicant's responsibility to carry out the opening up works as required by Building Control to determine if Building Regulations compliance has been achieved. Any remedial work found to be necessary as a result of this opening up works will have to be undertaken by the applicant, until Building Control are satisfied that the works comply with the regulations. Before submitting this form you must be willing to comply with all such reasonable requests.

**7 Statement**

This notice, given in relation to the building work as described, is submitted in accordance with the Building Regulation 11(1) (b) and is accompanied by the appropriate fee excluding VAT.

Name: \_\_\_\_\_ Signature: \_\_\_\_\_ Date: \_\_\_\_\_

## GUIDANCE NOTES (Regularisation)

This form can only be used where it appears to the council that unauthorised work has been carried out on or after 11th November 1985.

### Submitting the Application

Supply one copy of the form completed together with the following additional information.

- a) Two copies of all plans of the unauthorised work and any supporting calculations.
- b) Two additional copies of all relevant plans which show any additional work required to be carried out to ensure that the unauthorised work complies with the requirements relating to building works in the Building Regulations which were applicable to that work when it was carried out.

Where work is to be carried out to a building which the Regulatory Reform (Fire Safety) Order 2005 (RRO) applies, or will apply after the completion of the building work (See Section 5) these should also demonstrate compliance with fire safety requirements.

- c) Detailed plans and sections should be drawn to a recognisable scale normally not less than 1:100; 1:200 is permissible where the proposed building is extensive.

### Section 1: Applicant or Owner

#### Section 2: Agent or Architect

You, the applicant/owner, may complete these forms yourself or you may employ an agent/architect to do them for you. The agent could be the same architect, surveyor, or builder who drew up the scheme. If an agent completes the form, all correspondence from this Department will be sent to them.

In supplying details of mobile/other telephone numbers and e-mail addresses, it is accepted that these may be used to contact you.

#### Section 3: Location of Building

As well as stipulating the address of the building to which the work relates, you must submit a location plan with your application showing the site, highlighted in red, and all adjoining roads and properties.

The location plan should be to a recognisable scale of a scale not less than 1:1250 and, where the application relates to new housing, should show the direction of north. **See Submitting the Application.**

#### Section 4: Brief Description of the Unauthorised Building Work

Briefly describe the building works that were carried out stating the number of storeys, e.g. two storey kitchen/bedroom extension, single storey factory unit, etc.

#### Section 5: Use of Building

Indicate the past and present use of the building, e.g. dwelling, factory, etc.

Buildings to which the RRO will apply include offices & shops, factories and warehouses, sleeping accommodation, residential care premises, education premises, places of assembly, theatres & cinemas, healthcare premises, transport premises and to the common parts of buildings containing residential flats.

## Section 6: Fees and Payments

- a) No fees are required to be paid if the work is solely for the purpose of providing access and facilities for disabled persons. Satisfactory proof of disability is required.
- b) Where fees are based on the internal floor area of the scheme, please ensure that the measurements are accurate.
- c) Where fees are based upon the estimated cost of the work, you must give the full estimated cost of all the works. This should not include professional fees or VAT.
- d) Completed applications should be emailed, posted or hand delivered to our duty officer using the details below.

Fees can be paid by debit or credit card by calling **(01226) 772678** between 9am to 5pm Monday to Thursday, and 9am to 4:30pm on Fridays. Please have your card details ready before calling.

#### Please Note:

An owner is under no obligation to submit an application.

As in most cases the work will have been completed, it is the applicant's responsibility to carry out the opening up works as required by Building Control to allow us to determine Building Regulations compliance has been achieved.

Any remedial work found to be necessary as a result of this opening up works will then have to be undertaken by the applicant, until Building Control are satisfied that the works comply with the regulations. The applicant must be willing to comply with all such reasonable requests.

If we find that we cannot determine (or cannot determine without unreasonable cost or disruption to the owner) what work would enable compliance with regulations, the Regularisation charge is not refundable and no Regularisation certificate will be issued.

Once Building Control is satisfied that the requirements of the building regulations have been achieved we may then issue a Regularisation certificate.

## FURTHER INFORMATION

If you still have any questions you can contact us:

**In person:** We provide a drop-in service at Westgate Plaza One (ground floor reception area), Westgate, Barnsley, S70 2DR Monday to Friday, 9:30am to 1pm.

**Telephone:** (01226) 772678 between 9am to 5pm Monday to Thursday, and 9am to 4:30pm on Fridays.

**E-mail:** [buildingcontrol@barnsley.gov.uk](mailto:buildingcontrol@barnsley.gov.uk)

**Post:** Building Control Services, Place Directorate, Barnsley MBC, PO Box 634, BARNLSLEY, S70 9GG.

**Website:** [www.barnsley.gov.uk/buildingcontrol](http://www.barnsley.gov.uk/buildingcontrol)