

NOTES

1. **GUIDANCE** : These notes are for general guidance only, particulars regarding the deposit of an Application for Regularisation are contained in Regulation 21 of the Building Regulations 2010 and, in respect of fees, in the Building (Local Authority Charges) Regulations 2010.
2. **APPLICANT** : The applicant is the person on whose behalf the work is being carried out, e.g. the building's owner.
3. **NOTICE** : One copy of this Notice should be completed and submitted to the Council.
4. **PLANS** : Where the work included the erection of a new building or an extension to a dwelling, this notice should be accompanied by a block plan to a scale of not less than 1:1250 showing :-
 - (a) The size and the position of the building and any proposed extension in relation to the adjacent boundaries.
 - (b) The position and use of any other building within those boundaries.
 - (c) The width and position of any street on or within the property boundaries.
 - (d) The provision to be made for the drainage of the building or extension.
5. **UNVENTED HOT WATER STORAGE** : Where the work involved the provision of an unvented hot water storage system, the following information should accompany this Notice :-
 - (a) The name, make, model and type of storage system.
 - (b) The name of the Body which has approved or certified that the performance of the system meets the requirements of **Part G : Schedule 1** to the building regulations.
 - (c) The name of the Body which has issued a current Registered Operative identity card to the proposed installer of the system.
6. **DESIGNATED PREMISES** : Premises currently designated for the purpose of the Regulatory Reform (Fire Safety) Order 2005 are:-
 - (a) Premises within the Fire Precautions (Hotels and Boarding Houses) Order 1972.
 - (b) Premises within the Fire Precautions (Factories, Offices, Shops and Railway Premises) Order 1989.
7. **COSTS** : Subject to certain exceptions an Application for Regularisation attracts fees payable to the Council.

This payment must accompany the Deposit of the Application at the time of submission and is a **single payment** to cover all site visits and consultations.

The appropriate fee is dependent upon the type of work proposed. Fee scales and methods of calculation are set out in the Guidance Notes on Fees which is available on request.

Table A prescribes the plan and inspection fees payable for new dwellings.
Table B prescribes the fees payable for domestic work.
Table C prescribes the fees payable non-domestic work.

The Regularisation Fee is individually determined. Contact Building Control on 01664 502502.
8. **PLANNING** : You are reminded that certain building work or material changes of use of a building, could require permission under the Town and Country Planning Acts.
9. **ADDITIONAL INFORMATION** : Further information and advice concerning building and planning regulations may be obtained from the Borough Council.
10. **CALCULATIONS** : Two copies of plans, sections and elevations should accompany any structural calculations.
11. **DETAILS** : Further information may be requested by the Borough Council to provide verification that the proposed work meets the requirements of the building regulations you may be obliged to provide this information.