



Woking Borough Council
 Civic Offices, Gloucester Square,
 Woking, Surrey GU21 6YL
 Telephone: 01483 743841 DX2931 WOKING
 Email: buildingcontrol@woking.gov.uk



The Building Act 1984
 The Building Regulations 2010
 The Building (Local Authority Charges) Regulations 2010

Building Regulations Regularisation Application Form	Building Regulations Number: (Office use only)
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This form should be completed in BLOCK CAPITALS by the person on who's behalf the building work was carried out or their agent. If you need assistance in completing this form, please contact Building Control. (Please note that where an email address is supplied this will be used for all correspondence.) Building Control will require two copies of this application form together with two copies of the site plan, any relevant plans and calculations.

1 Applicant's details (building owner) Use as main contact for correspondence

Name Address

Postcode Tel Email

2 Agent's details (if applicable) Use as main contact for correspondence

Name Company name

Address

Postcode Tel Email

3 Builder's details (if applicable) Use as main contact for correspondence

Name Company name

Address

Postcode Tel Email

4 Location of building to which work relates

Address

Postcode

5 Description of work carried out

.....

.....

6 Use of building

.....

.....

7 Date works carried out

Approx commencement date Approx completion date

8 Town & Country Planning Acts

Do the submitted plans correspond with the terms of any planning permission granted or planning permission currently applied for?

Yes No

Planning Application No. (if known)

FOR OFFICE USE ONLY	
Rec'd charge £ _____	Rec'd date _____
Drawn by _____	
Verified date _____	Initials _____

9 Charges (see Guidance Note on Charges for information)

Charges taken from Table **A** **B** **C** **D** **E** Individually determined charge
(Please attach copy of agreed charge)

If **Table A**: number of dwellings:.....

If **Table B** or **D**: Total floor area of new building/extension m²

If **Table C** or **E**: Estimated cost of work (ex VAT) £..... or number of installations:.....

Total charge £..... (Regularisation applications are not subject to VAT)

Payments should preferably be made by cheque payable to Woking Borough Council.

Alternative arrangements for payments can be made; details are available from Building Control.

10 Statement

This notice is given in relation to the building work as described, is submitted in accordance with Regulation 12(2)(a) and is accompanied by the appropriate charge.

Name:..... Signature:..... Date:.....

Notes

1. Regularisation only applies to unauthorised work commenced on or after 11 November 1985.
2. Please complete this form and submit with site plan, plans and particulars showing any additional work required to be carried out to ensure that the unauthorised work complies with the requirements of the Building Regulations, in accordance with the provisions of Building Regulation 18.
3. The regularisation charge is calculated in accordance with current charge regulations. A Guidance Note on Charges is available separately.

There is no entitlement to a refund of any regularisation charge paid, even where the Local Authority is not able to determine whether the work complies with the relevant requirements.
4. Regularisation does not prejudice the powers of a Local Authority under Section 36 of the Building Act 1984 or of any other statutory requirement or enactment affecting the building.
5. Where a Local Authority receives a request for regularisation, they may require the applicant to take such reasonable steps, including laying open the unauthorised work for inspection, making tests and taking samples as the Authority thinks appropriate to ascertain what work, if any, is required to secure that the relevant requirements are met. If an applicant is unwilling to comply with any reasonable request, he/she runs the risk that the Local Authority will be unable to judge whether the work satisfies the applicable Regulations.
6. These notes are for guidance only. Particulars regarding regularisation are contained in Regulation 18 of the Building Regulations 2010 and, in respect of charges, in the Building (Local Authority Charges) Regulations 2010.
7. Persons who have carried out building work or made a material change of use of a building are reminded that permission may have been required under the Town & Country Planning Acts.
8. Further information and advice concerning the Building Regulations and Town Planning matters may be obtained from the Council Offices.