



APPLICATION FOR A REGULARISATION CERTIFICATE

Sussex Building Control, Park North, North Street
Horsham, West Sussex, RH12 1RL
Telephone: (01403) 215151 Fax: (01403) 215599
Web: www.sussexbuildingcontrol.org
Email: building.control@horsham.gov.uk

Building Regulations
Application Number:

*This form should be completed by the owner or agent. PLEASE TYPE OR USE BLOCK CAPITALS.
If the form is unfamiliar, please read the notes on the back.*

1 Applicant's address *(see note 1)*

Name:

Address:

Postcode:

Tel:

2 Agent's address *(if applicable)*

Name:

Address:

Postcode:

Tel:

3 Location of building to which work relates

Address:

Postcode:

Tel:

4 Work carried out *(as shown on the attached plans)*

Description:

5 Date work was carried out *(if not known give approximate date)*

6 What was previous use?

What is present use?

7 Fee

Total estimated cost

Fee enclosed

Floor area

See separate charges sheet and Note 4 overleaf. **Cheques to be made payable to Horsham District Council.**

8 Services

Means of water supply

Foul water drainage

Surface water drainage

9 Statement

This notice is given in relation to the building work as described, is submitted in accordance with Regulation 21 and is accompanied by the appropriate fee.

The use of the completed buildings *IS / IS NOT a use where the Fire Safety Order applies. (see overleaf) **delete as appropriate.*

I hereby consent to the Council using any of the information given in accordance with the Data Protection Act 1998.

Data Protection Act 1998.

1. In connection with the permission, consent, approval, financial or other assistance for which this application is made;
2. for the furtherance of any of the Council's statutory purposes;
3. for the purpose of sharing with any of its statutory partners;
4. in connection with the prevention and detection of fraud or evasion of tax; and
5. for the purposes of statutory monitoring or regulatory compliance requirements.

Signature: _____ Date: _____

Guidance Notes

1. The applicant must be the building owner.
2. One copy of this notice should be completed.

Where Part B (Fire Safety) imposes a requirement in relation to building work a further two copies of the plans should be deposited.
3. **Plans and specification of the works must be submitted with the form.**
Where Part B (Fire Safety) imposes a requirement in relation to building work a further two copies of the plans should be deposited.
4. A regularisation application must be accompanied by the appropriate fee, which is charged at a rate of 120% of the normal fee payable had the works not otherwise already been carried out (VAT is not payable).
5. The appropriate fee is dependant upon the type of work carried out . Fees scales and methods of calculation are set out in the Guidance Notes on Fees which is available on request.
6. In accordance with Building Regulation 21(4) 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.
7. These notes are for general guidance only, full particulars of a “Regularisation” request are contained in Regulation 21 of the Building Regulations 2000 (as amended) and in respect of fees the Building (Prescribed Fees) Regulations 1994 and the current level of charges.
8. Persons who have carried out the building work or have made a material change of use of a building are reminded that permission may also have been required under the Town and Country Planning Act.
9. Further information and advice may be obtained from Sussex Building Control Service.
10. The Regulatory Reform (Fire Safety) Order 2005 reforms the law relating to fire safety in non-domestic premises. Specifically it replaces fire certification under the Fire Precautions Act 1971 with a general duty to take such fire precautions as may be reasonably required to ensure that premises are safe for the occupants and those in the immediate vicinity and a general duty to carry out risk assessment.

Premises where the Fire Safety Order applies

- All non domestic buildings
- Common parts of apartment buildings
- Shared parts of houses in multiple occupation

**If you require this information in an alternative format
contact Sussex Building Control on 01403 215151.**

L36_BC05

Sussex Building Control providing services on behalf of:



**Horsham
District
Council**



a member of:



Building Regulation Charges

The Building Act 1984
The Building (Local Authority Charges) Regulations 1998
With effect from 1 June 2008



Guidance Notes

1 The following are guidance for the charges payable under the above Regulations for applications submitted to **Horsham District Council or Crawley Borough Council**, these are applicable for all applications submitted from the **1st June 2008**. For a complete interpretation reference should be made to the above Statutory Instrument or the Scheme of Charges. If you have any difficulties calculating the charges please consult the Building Control office.

2 If you submit **Full Plans** you will pay a plan charge at the submission stage and for most types of work, an inspection charge covering all necessary site visits will be payable following the first inspection.

3 If you submit a **Building Notice**, the appropriate charge is payable at the time of submission and covers all necessary checks and site visits. The Building Notice charge is equivalent to the sum of the relevant plan and inspection charge.

4 If you apply for a **Regularisation Certificate**, in respect of unauthorised building work, you will pay a regularisation charge to cover the cost of assessing your application and all inspections. The charge is equivalent to the Building Notice plus 20%, no VAT payable.

5 In certain cases the Local Authority may agree to charges being paid by instalments.

6 Where a dwelling exceeds 300m² in floor area, the charge is to be based on Table C (estimated cost of work).

7 Table A: Charges for small domestic buildings eg certain new dwelling houses and flats. For large developments where there are repetitive house types some discounts may be given on the charge

payable and you should contact Building Control to discuss this.

8 Table B: Where work comprises of more than one domestic extension, the total internal floor areas of all storeys of all the extensions shown on the application may be added together to determine the relevant charge. If the extension(s) exceed 60m² or three storeys in height then Table C applies.

9 Table C: Applicable to all other building work not covered by Tables A and B. Total estimated cost means an estimate accepted by the Local Authority of a reasonable cost, that would be charged by a person in business to carry out the work shown or described in the application, excluding VAT and any professional fees paid to an architect, engineer or surveyor etc., and also excluding land acquisition costs. Note: Estimates based on DIY costs are not acceptable.

10 Where work consists of the extension or alteration of a dwelling consisting of one or more rooms in the roof space, including means of access, the charge will be determined by reference to Table C (subject to a minimum charge).

11 There are some exemptions from payment of charges where all the relevant work is solely for the benefit of disabled people.

12 All cheques to made payable to Horsham District Council

TABLE A: Charges for new dwellings not exceeding 300m2 in floor area

No of dwellings	Plan Charges			Inspection Charges			Building Notices		
	Net Charge £	VAT £	Gross Charge £	Net Charge £	VAT £	Gross Charge £	Net Charge £	VAT £	Gross Charge £
1	150.00	26.25	176.25	377.00	65.98	442.98	527.00	92.23	619.23
2	205.00	35.88	240.88	522.00	91.35	613.35	727.00	127.23	854.23
3	270.00	47.25	317.25	663.00	116.03	779.03	933.00	163.28	1096.28
4	335.00	58.63	393.63	766.00	134.05	900.05	1101.00	192.68	1293.68
5	405.00	70.88	475.88	848.00	148.40	996.40	1253.00	219.28	1472.28
6	475.00	83.13	558.13	953.00	166.78	1119.78	1428.00	249.90	1677.90
7	495.00	86.63	581.63	1018.00	178.15	1196.15	1513.00	264.78	1777.78
8	515.00	90.13	605.13	1187.00	207.73	1394.73	1702.00	297.85	1999.85
9	535.00	93.63	628.63	1356.00	237.30	1593.30	1891.00	330.93	2221.93
10	540.00	94.50	634.50	1541.00	269.68	1810.68	2081.00	364.18	2445.18
11	545.00	95.38	640.38	1688.00	295.40	1983.40	2233.00	390.78	2623.78
12	550.00	96.25	646.25	1834.00	320.95	2154.95	2384.00	417.20	2801.20
13	555.00	97.13	652.13	1982.00	346.85	2328.85	2537.00	443.98	2980.98
14	560.00	98.00	658.00	2103.00	368.03	2471.03	2663.00	466.03	3129.03
15	565.00	98.88	663.88	2249.00	393.58	2642.58	2814.00	492.45	3306.45
16	570.00	99.75	669.75	2395.00	419.13	2814.13	2965.00	518.88	3483.88
17	575.00	100.63	675.63	2541.00	444.68	2985.68	3116.00	545.30	3661.30
18	580.00	101.50	681.50	2687.00	470.23	3157.23	3267.00	571.73	3838.73
19	585.00	102.38	687.38	2800.00	490.00	3290.00	3385.00	592.38	3977.38
20	590.00	103.25	693.25	2944.00	515.20	3459.20	3534.00	618.45	4152.45
21 to 30	600.00	105.00	705.00	3011.00	526.92	3537.92	3611.00	631.92	4242.92
31 and Over	700.00	122.50	822.50	3940.00	689.50	4629.50	4640.00	812.00	5452.00
	For each dwelling in excess of 21 but not exceeding 30 add £10.00 exclusive of VAT			For each dwelling in excess of 21 but not exceeding 30 add £102.00 exclusive of VAT			For each dwelling in excess of 21 but not exceeding 30 add £112.00 exclusive of VAT		
	For each dwelling in excess of 31 add £5.00 exclusive of VAT			For each dwelling in excess of 31 add £75.00 exclusive of VAT			For each dwelling in excess of 31 add £80.00 exclusive of VAT		

TABLE B: Charges for certain small buildings, extensions and alterations.**TABLE B: Charges for home extensions, garages/carports.**

Type of Work	Amount of Plan Charge			Amount of Inspection Charge			Amount of Building Notice Charge or Reversion Charge		
	Net Charge £	VAT £	Gross Charge £	Net Charge £	VAT £	Gross Charge £	Net Charge £	VAT £	Gross Charge £
1. Erection or extension of a detached or attached building which consists of a garage or carport or both having a floor area not exceeding 40m ² in total and intended to be used in common with an existing building, and which is not an exempt building.	125.00	21.88	146.88	136.00	23.80	159.80	261.00	45.68	306.68
2. Erection or extension of a detached or attached building which consists of a garage or carport or both having a floor area exceeding 40m ² but does not exceed 60m ² in total and intended to be used in common with an existing building, and which is not an exempt building.	125.00	21.88	146.88	203.00	35.53	238.53	328.00	57.40	385.40
3. Any extension of a dwelling the total floor area of which does not exceed 10m ² , including means of access and work in connection with that extension.	280.00	49.00	329.00				280.00	49.00	329.00
4. Any extension of a dwelling the total floor area of which exceeds 10m ² , but does not exceed 40m ² , including means of access and work in connection with that extension.	138.00	24.15	162.15	276.00	48.30	324.30	414.00	72.45	486.45
5. Any extension of a dwelling the total floor area of which exceeds 40m ² , but does not exceed 60m ² , including means of access and work in connection with that extension.	138.00	24.15	162.15	411.00	71.93	482.93	549.00	96.08	645.08

Please note that where floor areas exceed those above, the charge is to be calculated using Table C.

TABLE C: Charges for all other work

Estd. cost of works	Plan Charge			Inspection Charge			Building Notice Charge		
	Net Charge	VAT £	Gross	Net	VAT £	Gross	Net	VAT £	Gross
0 - 2000	120.00	21.00	141.00	-	-	-	120.00	21.00	141.00
2001 - 5000	175.00	30.62	205.62	-	-	-	175.00	30.62	205.62
5001 - 6000	46.00	8.05	54.05	138.00	24.15	162.15	184.00	32.20	216.20
6001 - 7000	48.25	8.44	56.69	144.75	25.33	170.08	193.00	33.77	226.77
7001 - 8000	50.50	8.84	59.34	151.50	26.51	178.01	202.00	35.35	237.35
8001 - 9000	52.75	9.23	61.98	158.25	26.38	185.94	211.00	36.92	247.92
9001 - 10000	55.00	9.62	64.62	165.00	27.69	193.88	220.00	38.50	258.50
10001 - 11000	57.25	10.02	67.27	171.75	28.88	201.80	229.00	40.07	269.07
11001 - 12000	59.50	10.41	69.91	178.50	30.05	209.74	238.00	41.65	279.65
12001 - 13000	61.75	10.81	72.56	185.25	31.24	217.67	247.00	43.22	290.23
13001 - 14000	64.00	11.20	75.20	192.00	32.42	225.60	256.00	44.80	300.80
14001 - 15000	66.25	11.59	77.84	198.75	33.60	233.53	265.00	46.37	311.37
15001 - 16000	68.50	11.99	80.49	205.50	34.78	241.46	274.00	47.95	321.95
16001 - 17000	70.75	12.38	83.13	212.25	35.96	249.39	283.00	49.52	332.52
17001 - 18000	73.00	12.77	85.77	219.00	38.33	257.33	292.00	51.11	343.11
18001 - 19000	75.25	13.17	88.42	225.75	39.51	265.26	301.00	52.68	353.68
19001 - 20000	77.50	13.56	91.06	232.50	40.69	273.19	310.00	54.25	364.25
20,000 - 100,000	Add £2 (exc VAT) for each £1000 (or part thereof) over £20,000 up to £100,000			Add £6 (exc VAT) for each £1000 (or part thereof) over £20,000 up to £100,000			Add £8 (exc VAT) for each £1000 (or part thereof) over £20,000 up to £100,000		
100,000	237.50	41.56	279.06	712.50	124.69	837.19	950.00	166.25	1116.25
Over £100,000 please consult Head of Building Control									

NOTE: The following minimum charges apply:

Where an alteration to a dwelling consists of the conversion of a garage into habitable accommodation, the sum of the plan charge and the inspection charge or the building notice charge must be in accordance with Table C but in any case not less than £205.62 (incl. VAT).

Where an extension to a dwelling, the total floor area of which exceeds 60m², including means of access and work in connection with that extension the sum of the plan charge and the inspection charge or the building notice charge must be in accordance with Table C but not less than £645.08 (incl VAT).

Where an extension or alteration to a dwelling consists of the provision of one or more rooms in a roof space, the sum of the plan charge and the inspection charge or the building notice charge must be in accordance with Table C but not less than £486.45 (incl VAT).

Where the work consists of domestic electrical works, the charge is calculated with reference to table C1

Where the work consists of replacement windows, doors or roof-lights in a single dwelling, the charge is £141 (inc VAT) regardless of the number of windows being replaced.

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