



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**



**Crawley
Borough Council**

a member of:

