

Building Regularisation Certificate Application Form (England)

The Building Act 1984, The Building Safety Act 2022,
The Building Regulations 2010 (as amended).

Submission Details

This form cannot be used for building regularisation certificate applications for higher-risk building work or stage of higher-risk building work or for work to existing higher-risk buildings. Applications for building work to higher risk buildings can be made at:

[Manage a building control application for a higher-risk building - GOV.UK \(www.gov.uk\)](https://www.gov.uk).

1 Applicant's details

Full Name:.....

Address (incl postcode):.....

Phone:.....

Email:.....

2 Agent's details (if applicable) to whom all correspondence should be sent

Full Name:.....

Address (incl postcode):.....

Phone:.....

Email:.....

3 Location of site to which building work relates

Address (incl postcode):.....

4 Description of unauthorised work

.....

.....

.....

9 Declaration

This application is made in relation to the building work etc., as described above. It is submitted in accordance with Regulation 18 and is accompanied by the appropriate charge.

I apply for a Regularisation Certification as described on this form and as detailed on any supplementary documents.

I have read and understood the Building Regulations Submission Notes and Guidance.

Full Name:.....

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

You should return this application form and supporting information to: buildingcontrol@slough.gov.uk

Data Processing Statement: We will legally process any personal data you provide on this form under the requirements of the Building Act 1984 (The Building Regulations 2010 as amended). As such, there is no legal right to refuse processing as we are legitimately required to do so by UK law. For further information on how we process and store your data please visit: www.slough.gov.uk/yourprivacy.

1	<p>A Building Notice may be submitted for domestic properties, but cannot be used where;</p> <p>(a) The building is or contains a ‘workplace; under Regulatory Reform (Fire Safety) Order 2005 which includes offices, shops, factories and hotels. With these types of buildings we are required to consult with the fire authority meaning a Full Plans application must be submitted.</p> <p>(b) The building work is over or near a public sewer</p> <p>(c) The building will front onto a private street.</p> <p>If the work has been substantially commenced or is complete a regularisation application may be submitted for retrospective approval.</p> <p>From the 1st of October 2023 all Building Regulations applications for High-Rise Buildings must be made to the Building Safety Regulator who will be the Building Control Authority for building work relating to the following buildings:-</p> <ul style="list-style-type: none"> • A residential building (2 or more residential units) with a top floor that is 18m or above ground level, or at least 7 storeys • Hospitals or care houses with a top floor that is 18m or above ground level, or at least 7 storeys
2	The clients full name must be included together with the address postcode and contact details to allow us to communicate with you more effectively. The client is the person on whose behalf the work is being carried out which is usually the building owner.
3	The agent is the architect, surveyor or other person acting on behalf of the applicant. Please note that all correspondence will be sent to the agent if one is provided.
4	The principal or sole contractor is the person or company.
5	A principal designer is the designer (as defined in the Regulations) with control over the pre-construction phase who has the relevant skills, knowledge and experience and where they are an organisation, the organisational capability to carry out all the functions of the role. However, they do not have to carry out actual design work on the project.
6	A principal contractor is the contractor with control over the construction phase of a project where they are the sole contractor, or involves more than one contractor. They are appointed in writing by the client (commercial or domestic) to plan, manage, monitor and coordinate health and safety during this phase.
7	Please provide details of the existing building including the height, number of storeys and the use of each storey.
8	Please provide a description of the proposed work. Where the proposal includes an extension please indicate the number of storeys and the elevation (front, side or rear). Please also provide the height of the building and the total number of storeys of the building after the proposed work and details of the usage of each storey.
9	Where the proposal is for a new building or an extension to an existing building, please confirm if you are building over or near a public sewer. You may need to confirm with the sewerage undertaker to determine if a sewer will be affected. Where you have answered “Yes” please provide details of any precautions or measures required to protect to the sewer.
10	If the proposal will include ‘Notifiable Electrical Work’ please confirm if the installation will be carried out by a Part P electrician. Where no notifiable electrical work is to be carried out this section may be left blank.
11	<p>Charges are determined individually and are based on full recovery our costs for providing the Building Regulation service.</p> <p><u>Full Plans Application</u></p> <p>Both the plan and inspection fee are due on submission unless otherwise agreed;</p> <ul style="list-style-type: none"> • Plan checking fee – This covers the cost of checking the plans and details submitted for compliance with the building regulations. • Inspection fee – This covers the cost of site inspections. (If addition site inspections are required to re-inspect non-compliant work, further charges may apply) <p><u>Building Notice/Regularisation Application</u></p> <ul style="list-style-type: none"> • The full application fee is due on submission of the application. <p>An invoice will be raised and sent to the person indicated in section 8 of the application form.</p>

12	<p>Under a Full Plans application a decision must be determined within 8 weeks of validation where an extension of time is agreed. If you do not consent to an extension of time the application must be determined within 5 weeks of validation unless an extension is later agreed.</p> <p>From the 1st of October 2023 a further extension beyond 2 calendar months may be agreed where it is appropriate for the scheme.</p> <p>Section 16 of the Building Act 1984 provides for the passing of plans subject to requirements/conditions. These may specify further modifications to the deposited plans and/or that further plans shall be deposited.</p>
13	<p>The declaration should be completed by the person submitting the application.</p> <p>Full Plans and Building Notice applications are to be submitted in accordance with Regulation 12(2)(a) or (b) which can be found here http://www.legislation.gov.uk/uksi/2010/2214/regulation/12/made</p> <p>Regularisation Applications are to be submitted in accordance with Regulation 18 found here http://www.legislation.gov.uk/uksi/2010/2214/regulation/18/made</p> <p>Please note, an application will not be deemed valid until payment is received.</p>
14	<p>To be submitted with your application form:-</p> <p>Building Notice AND Full Plans Applications</p> <p>Two copies of the following:</p> <ol style="list-style-type: none"> i. Drawings, to a metric scale of at least 1:100, showing the existing and proposed layout of the property. These should include floor plans (all habitable floors), elevations and all relevant dimensions. The drawings should also show the use of each room ii. A block plan to a scale of at least 1:1250 showing the size and position of the building and its relationship to adjoining boundaries, and the location and type of all trees within 30m of the proposal. iii. Drainage - drawings to show the provisions of drainage from the property iv. Structural calculations and details to confirm the adequacy of beams and other structural members <p>Full Plans Applications Only</p> <p>Two copies of plans showing full constructional details and structural calculations of the proposed works drawn to a suitable scale. This requires a thorough working knowledge of the Building Regulations and construction in general. For this type of application you are advised to seek professional advice if you do not have this knowledge.</p> <p>PLEASE NOTE: 48 hours notice must be given prior to the commencement of the works.</p> <p>If the work is to a premise where the Fire Safety Order applies then four copies of the plans will be required.</p> <p>Please remember that if you are in any doubt as to the knowledge or expertise available to you to carry out the proposed work, it may be preferable for you to make a Full Plans application as this will give you the additional security of knowing your plans have been thoroughly approved by us in advance.</p>
15	<p>Please note that as of 1st October 2011, the drainage to the property has been adopted by Thames water. This means that a formal approval from the Water Authority may be needed to build over or adjacent to any sewers. For further information on this, please visit Building over sewers or public drains Help Thames Water.</p>
16	<p>If work is not commenced within three years of depositing the plans to Building Control, the Council declare that the deposit of plans is of no effect under the provisions of Section 32 of the Building Act 1984.</p> <p>A Building Regulations Application is valid for three years from the date the notice was registered by the Council, after which it will automatically lapse if the building work has not commenced.</p>
17	<p>If your proposals involve works to, or near to a Party Wall or boundary, The Party Wall etc. Act 1996 may apply to you. You are advised to consult a qualified Party Wall Surveyor. Alternatively, please contact us for a copy of The 'Party Wall etc Act 1996' explanatory booklet.</p>
18	<p>If you require further guidance or assistance with the submission of your application, please contact us at:</p> <p>Observatory House, 25 Windsor Road, Slough, SL1 2EL</p> <p>E-mail: buildingcontrol@slough.gov.uk Tel: 01753 875810</p>