

REFERENCE NUMBER :

This Regularisation Application conforms to the Building Regulations 2010 and may be used with any Local Authority in England and Wales.

This form should be completed by the owner or the agent. PLEASE TYPE OR USE BLOCK CAPITALS. If the form is unfamiliar, please read the notes which follow or consult your local Building Control office.

1	Applicant's address (see note 1)
	Title :* Forename(s) :* Surname :*
	Address :
	Postcode : Tel : email :
2	Agent's address (if applicable)
	Title :* Forename(s) :* Surname :*
	Address :
	Postcode : Tel : email :
3	Location of building to which work relates
	Address :
	Postcode :
4	Work carried out (see note 2)
	Description :
5	Contractors/Builders details (if known)
	Full Name :
	Company Name :
	Address :
	Postcode : Tel : Mobile :
	email :
6	Date work was carried out
7	What was previous use?

	What is present use?

8	Fees (see Guidance Notes of Fees for information) N.B. When fees are based on estimated cost of the work a written estimate of the total cost of the work shown on the plans must be provided with the application. Fee agreed individually, please discuss with case officer. Please make cheques payable to Blackburn Office – Blackburn with Darwen Borough Council, Burnley Office – Burnley Borough Council.
	Fee _____
9	Services
	Means of: Water supply :
	Foul water drainage : Surface water drainage : Surface :
10	Statement
	This notice is given in relation to the building work as described, is submitted in accordance with Regulation 18 and is accompanied by the appropriate fee.
	The use of the completed buildings is a use designated under the Regulatory Reform (Fire Safety) Order 2005 YES <input type="checkbox"/> NO <input type="checkbox"/>
	Name : Signature : Date :

* must be completed

Guidance Notes

1. The applicant is the building owner.
2. One copy of this notice should be completed and submitted with plans and particulars indicating the works carried out.

Where Part B (Fire Safety) imposes a requirement in relation to building work a further two copies of the plans should be deposited.
3. A regularisation application must be accompanied by the appropriate fee, which is individually determined (VAT is not payable).

The appropriate fee is dependent 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.
5. In accordance with Building Regulations 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.
6. These notes are for general guidance only, full particulars of a "Regularisation" request are contained in the Building Regulations and in respect of fees the Building (Prescribed Fees) Regulations.
7. 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.
8. **DATA PROTECTION ACT 1998**
The information given on this form will be used for the purposes of the Building Regulation application and will be made available to other Council services to allow the authority to provide "joined up" service provision including enforcement. It will also be made available to other external organisations that have a statutory interest in the information, e.g. Valuation Office, Lancashire Fire and Rescue (if relevant), United Utilities, and any organisation appointed by the Council to assist in the Building Regulation process, e.g. external plan checkers, consultant engineers.

This data is under the control of the Local Authority and if you wish to know what personal data is being held about you please contact: Information Governance Officer, Town Hall, Blackburn, BB1 7DY.

Paper records will be held for a period of approximately 3 years from the date of deposit or submission, and then digitally scanned and the paper file destroyed (subject to a change in retention policy). Computer records will be kept for a minimum 15 years.