

## Building Regulations APPLICATION FOR CERTIFICATE OF REGULARISATION

<p><b>Applicant Details:</b>                  Title: _____ First Name: _____                  Surname: _____                  Address: _____                  _____ Post Code: _____                  Telephone No: _____                  Email: _____</p>	<p><i>FOR OFFICE USE</i></p> <p>Plan No: _____</p>
<p><b>Agent Details(if any):</b>                  Title: _____ First Name: _____                  Surname: _____                  Address: _____                  _____ Post Code: _____                  Telephone No: _____                  Fax No: _____                  Email: _____</p>	
<p><b>Address of Site:</b></p>	
<p><b>Description of Proposed Work:</b></p>	
<p><b>Use of Buildings</b>                  1. Please state use of building before and after the works                  Before: _____ After: _____                  2. Is the building to be put, or intended to be put to a use which is designated for the purpose of the                  Regulatory Reform (Fire Safety) Order 2005. YES/NO</p>	
<p><b>Commencement Date</b>                  Date works commenced: _____</p>	<p><b>Completion Date</b>                  Date works completed: _____</p>
<p><b>Charges</b> (see note overleaf and Charges Guidance sheet)                  Table 1 Domestic Extensions and Alterations. Fee £ _____                  Table 2 New Dwellings. No of dwelling units _____ Fee £ _____                  Table 3 Commercial Work. No of floors _____ Fee £ _____                  Table 4 Estimated Costs. Estimate _____ Fee £ _____</p>	
<p><b>Additional Information</b>                  _____                  _____</p>	
<p><b>Statement:</b> This application is given in relation to the building work as described in pursuance of a regularisation certificate in accordance with Regulation 13A and is accompanied by the appropriate charge.</p>	
<p>Name: _____                  Date: _____ Signature: _____ Applicant/Agent</p>	

## **Cheques/Postal orders payable to PORTSMOUTH CITY COUNCIL**

### **INFORMATION REQUIRED**

The applicant is the person on whose behalf the work has been carried out, eg the buildings owner.

One copy of this notice should be completed and submitted with plans and particulars indicating the works carried out, and any additional works proposed to secure compliance with the Building Regulations which were in force at the time the work commenced.

Note: An application for "Regularisation" can only be made for works carried out after 11 November 1985.

### **The Regulatory Reform (Fire Safety) Order 2005**

Applies to all premises other than domestic premises occupied as a private dwelling. The Order also applies to any common parts used by occupants of more than one such private dwelling.

### **CHARGES**

A regularisation application must be accompanied by the appropriate charge, which is shown on the Charge Guidance sheet, available from Portsmouth City Council.

### **SEWERS**

If your development involves building over a sewer, or building within 3 metres of a sewer, shown on the map of sewers, or you require a new sewer connection you should consult:

The Development Control Manager,  
Southern Water Services Ltd;  
Hampshire Division,  
Southern House,  
Otterbourne,  
Winchester SO21 2SW.  
Telephone: (01962) 714585

BEFORE you commence work. Sewer records may be viewed at the relevant Local Council Offices.

Depending on the nature and standard of the work that has been carried out, it may be necessary to do significant and potentially expensive remedial works before the Council are able to issue a regularisation certificate. Before you submit this form and the appropriate application charge, you should be aware that no refunds can be given if you decide not to continue with the process.

The Council is under no obligation to issue a "Regularisation Certificate", but if the final works appear satisfactory they may issue the Certificate. There is no right of appeal (or

refund of charges) should this certificate be refused.

### **PLANNING PERMISSION**

Planning Permission is a separate matter from approval under the Building Regulations. Certain alterations, extensions and changes to the use of buildings may require it, therefore you should not commence any work before consulting the Planning Department of the appropriate Local Authority as highlighted above.

### **GENERAL INFORMATION**

We must protect the public funds we handle and so we may use the information you have provided on this form to prevent and detect fraud. We may also share this information, for the same purposes, with other organisations that handle public funds.

Portsmouth City Council are committed to a policy of non-discrimination in all aspects of our work. If you feel you have been unfairly treated in this respect, please write to the Chief Executive.

The above notes have been simplified for clarity. If you require advice please do not hesitate to contact Portsmouth City Council Building Control 023 9283 4722.