

APPLICATION FOR CERTIFICATE OF REGULARISATION

Building Control Administration Centre,
Civic Offices,
Civic Way,
Fareham,
Hampshire, PO16 7PU,
Also at: Town Hall, High Street, Gosport, PO12 1EB

Tel: (01329) 824 823
Fax: (01329) 822 770

Answerphone: (01329) 824 630
e-mail: bcpartnership@fareham.gov.uk
Website:
www.buildingcontrolpartnershiphants.gov.uk

Use of your information:
Your information will be used to determine Building Regulations requirements. Your information will not be given to any third party unless we are legally obliged to do so. Under Data Protection Act 1998, Fareham Borough Council is a Data Controller.

Name of Applicant: _____

Address: _____

Post Code: _____ Tel No: _____ e-mail: _____

Name of Agent (if any): _____

Address of Agent: _____

Post Code: _____ Tel No: _____ e-mail: _____

Address of Site: _____

Description of carried out work: _____

Use of Building

(1) Please state use of building before and after the works:

Before: _____ After: _____

(2) Is the building used, or intended to be put to a use where people are employed or to which the Regulatory Reform (Fire Safety) order 2005 is applicable (see notes over) Yes No

Date Works Commenced: _____ **Date Works Completed:** _____

Charges

(1) If new houses/flats please state number of dwellings: _____

(2) Domestic extensions, garages etc please state floor area: _____

(3) Other developments please state the estimated cost of work. £ _____

Regularisation Fee: £ _____

Additional Information: _____

Statement

This application is given in relation to the building work as described in pursuance of a regularisation certificate in accordance with Regulation 21 and is accompanied by the appropriate charge.

Name: _____ Signature _____ Date _____

Information Required

The applicant is the person on whose behalf the work has been carried out, e.g. the building 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,

Where the work relates to a building to which Regulatory Reform (Fire Safety) Order 2005 applies. Four copies of the plans should be deposited.

Buildings to which the Regulatory Reform (Fire Safety) Order 2005 will apply include offices & shops, factories and warehouses, sleeping accommodation, residential care premises, education premises, places of assembly, theatres & cinemas, healthcare premises, transport premises and to the common parts of buildings containing residential flats.

Charges

A Regularisation application must be accompanied by the appropriate charge, which is 120% of that shown on the Building Control charges sheet.

Please note all cheques should be made payable to “Fareham Borough Council”.

Sewers

If your development involves either (a) building over a sewer shown on the map of sewers, or you require a new sewer connection you should consult:

Southern Water Services Limited
Network Development
Atkins Ltd
Anglo St James House
39a Southgate Street
Winchester
SO23 9EH

Tel 01962 858 688

Depending on the nature and standard of the work that has been carried out, it may be necessary to do significant and potentially expensive opening up and/or 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 or Regularisation under the Building Regulations. Certain alterations, extensions, and changes to the use of buildings may require it, therefore you should not commence any new or remedial work before consulting the Planning Department of the appropriate Local Authority.

General Information

Fareham Borough Council and Gosport Borough Council are committed to a policy of non-discrimination in all aspects of their work. If you feel you have been unfairly treated in this respect, please write to the appropriate Chief Executive.

The above notes have been simplified for clarity, if you require advice please do not hesitate to contact us.