



Borough of Pendle
 Building Control Section
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 E-mail:
 building.control@pendle.gov.uk

Plan No:	OFFICE USE
<input type="text"/>	
Receipt Number:	
<input type="text"/>	

REGULARISATION APPLICATION

Building Act 1984
 The Building Regulations

Please use block capitals. Incomplete applications cannot be processed.

1	Applicant's details Name <input type="text"/> Address <input type="text"/> Postcode: <input type="text"/> Tel <input type="text"/> E-mail <input type="text"/>
2	Agent's details (if applicable) Name <input type="text"/> Address <input type="text"/> Postcode: <input type="text"/> Tel <input type="text"/> E-mail <input type="text"/>
3	Location of building to which work relates Address <input type="text"/> Postcode: <input type="text"/>
4	Work carried out: building work/installation of works and fittings/material change of use Description <input type="text"/> Approximate date work carried out <input type="text"/>
5	Charges (the charges for a regularisation application will be individually determined, the type of work and its cost will be relevant in setting the charge. Supplementary charges may be required dependent on the number of inspections required and the extent of our input) The cost of the work must be a realistic figure as would be charged by a person in business to carry out all of the work, excluding VAT. Cost of the work: £ <input type="text"/> Regularisation Charge: £ <input type="text"/>
6	Town & Country Planning Acts Do the submitted plans correspond with the terms of any planning permission granted or planning permission currently applied for? YES <input type="checkbox"/> NO <input type="checkbox"/> Planning Application No. (if known) <input type="text"/>
7	Statement This application is given in relation to the building work as described, is submitted in accordance with Regulation 18(2) and is accompanied by the appropriate fee and a copy of the plans showing the work carried out. Name: <input type="text"/> Signature: <input type="text"/> Date: <input type="text"/>

Unauthorised Building Work – Building Regulations 2010 - Regulation 18

- (1) This regulation applies where it appears to a local authority that unauthorised building work has been carried out on or after 11th November 1985.
- (2) Where this regulation applies, the owner (in this regulation referred to as “the applicant”) may apply in writing to the local authority for a regularisation certificate in accordance with this regulation, and shall send with their application:
 - (a) a statement that the application is made in accordance with this regulation,
 - (b) a description of the unauthorised work,
 - (c) so far as is reasonably practicable, a plan of the unauthorised work, and
 - (d) so far as is reasonably practicable, a plan showing any additional work required to be carried out to secure that the unauthorised work complies with the requirements relating to building work in the building regulations which where applicable to the work when it was carried out (in this regulation referred to as “the relevant requirements”).
- (3) Where a local authority receive an application in accordance with this regulation, they may require the applicant to take such reasonable steps, including laying open the unauthorised work for inspection by the authority, making tests and taking samples, as the authority think appropriate to ascertain what work, if any, is required to secure that the relevant requirements are met.
- (4) When the applicant has taken such steps required by the local authority as are described in paragraph (3), and having had regard to any direction given in accordance with sections 8 and 9 of, and Schedule 2 to, the Act dispensing with or relaxing a requirement in building regulations which applies to the unauthorised work, the local authority shall notify the applicant:
 - (a) of the work which in their opinion is required to comply with the relevant requirements or those requirements as dispensed with or relaxed, or
 - (b) that they cannot determine what work is required to comply with the relevant requirements or those requirements as dispensed with or relaxed, or
 - (c) that no work is required to secure compliance with the relevant requirements or those requirements as dispensed with or relaxed.
- (5) Where the local authority have been able to satisfy themselves, after taking all reasonable steps for that purpose that:
 - (a) the relevant requirements have been satisfied (taking account of any work carried out and any dispensation or relaxation given in accordance with sections 8 and 9 of, and Schedule 2 to, the Act), or
 - (b) no work is required to secure that the unauthorised work satisfies the relevant requirements (taking account of any such dispensation or relaxation),They may give a certificate to that effect (in this regulation referred to as “a regularisation certificate”).
- (6) A regularisation certificate shall be evidence (but not conclusive evidence) that the relevant requirements specified in the certificate have been complied with.
- (7) Where this regulation applies, regulations 12 and 14 shall not apply, and neither the supply of plans nor the taking of any other action in accordance with this regulation is to be treated for the purposes of section 16 of the Act as the deposit of plans in accordance with building regulations.
- (8) In this regulation, “unauthorised building work” means building work other than work in relation to which an initial notice, an amendment notice or a public body’s notice has effect, which is done without:
 - (a) a building notice being given to the local authority; or
 - (b) full plans of the work being deposited with the local authority; or
 - (c) a notice of commencement of work being given, in accordance with regulation 16(1) of these Regulations, where a building notice has been given or full plans have been deposited.