



This form should be completed by the owner or agent. PLEASE TYPE OR USE BLOCK CAPITALS. If the form is unfamiliar, please read the notes on the back. Guidance Notes

Building Regulation Application Number

1 Applicant's details *(see note 1)*

Name: _____ (Mr. /Mrs. /Miss)

Address: _____

Postcode: _____ Tel No: _____ Fax: _____

Agent's address *(if applicable)*

Name: _____ (Mr. /Mrs. /Miss)

Address: _____

Postcode: _____ Tel No: _____ Fax: _____

2 Location of building to which work relates

Address: _____

Postcode: _____ Tel No: _____ Fax: _____

3 Work carried out

Description: _____

4 Date work was carried out *(if not known give approximate date)*

5 What was previous use?

What is present use? _____

6 Fee - Total estimated cost _____ Fee enclosed _____ Floor area _____

7 Services

Means of water supply _____

Foul water drainage _____ Surface water drainage _____

8 Statement

This notice 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

The use of the completed buildings *IS/IS NOT a use designated under the Regulatory Reform (Fire Safety) Order 2005
*delete as appropriate

Signed: _____ Date: _____



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 two copies of the plans should be deposited for fire service consultation.

3. A regularisation application must be accompanied by the appropriate fee, which is charged at a rate of 140% of the normal fee payable had the works not otherwise already been carried out (VAT is not payable).

The appropriate fee is dependent upon the type of work carried out. Fees tables are on the website www.winchester.gov.uk or are available on request.

5. In accordance with Building Regulation 18 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 Regulation 18 (2) of the Building Regulations 2010, and in respect of fees the Building (Local Authority charges) Regulations 2010.

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. Further information and advice may be obtained from the Building Control Department.