

# Regularisation Application

The Building Act 1984  
The Building Regulations 2010

This form can only be used to apply for retrospective Building Regulations approval for building work that started after 11 November 1985.

## 1 Owner's details

Name

Address

Postcode

Telephone

Email

## 2 Agents details (if applicable)

Name

Address

Postcode

Telephone

Email

## 3 Location of building to which the work relates

Please attach a site plan if the building was extended or was a new build

## 4 Description of work carried out

Please provide plans to indicate the work carried out

## 5 Use of building

Present use

Proposed use

## 6 Charges

See: [www.n-somerset.gov.uk/bcfeescalculator](http://www.n-somerset.gov.uk/bcfeescalculator)

Estimated cost of works

£

Floor area (new build/extension)

m<sup>2</sup>

Amount enclosed

£

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**7** Other information

Have you applied for Planning Permission and/or Listed Building/ Conservatory Area consent?

Yes

No

If yes, reference number

If no, contact our development control section on **01275 888 811**

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**8** Date the work was carried out

If unknown, please give an approximate date

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**9** Works relating to Conversion and Extensions

To the best of your knowledge does the building subject to this application have any existing components which in whole or in part contain asbestos?

Yes

No

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**10** Statement

This notice is given in relation to the building work as described, in accordance with Building Regulation 12 (2) (a) (b) and is accompanied by the appropriate payment.

I/We understand that further charges may be payable by the applicant following the first inspection by the local authority.

Name

Signature

Date

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**11** Important note

When we receive a valid application and correct fee we will inspect the work on site to determine whether it complies with the Building Regulations that were in force at the time of construction.

We may ask for certain parts of the work to be opened up for inspection, such as foundations, joists or beams, and we may require alterations to be carried out.

We may also need further evidence to prove compliance, for example structural calculations. Unless we are satisfied that the work was carried out in compliance with the Building Regulations, the Regularisation Certificate will not be issued.

In this case the Regularisation Charge will not be refunded as it is payable for the inspection of the site works, and not for issuing the certificate

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**Submit your application by:**

Planning Portal –

[www.planningportal.co.uk/buildingcontrol](http://www.planningportal.co.uk/buildingcontrol)

Email –

[bc.info@n-somerset.gov.uk](mailto:bc.info@n-somerset.gov.uk)

Fee calculator –

[www.n-somerset.gov.uk/bcfeescalculator](http://www.n-somerset.gov.uk/bcfeescalculator)

Post:

North Somerset Building Control,  
Post Point 19, Town Hall,  
Walliscote Grove Road,  
Weston-super-Mare, BS23 1UJ

 Call **01275 884 550** to pay now or post a cheque payable to North Somerset Council

## Privacy notice:

North Somerset Council is registered with the Information Commissioner's Office for the purposes of processing personal data. Part of our service is administered on behalf of North Somerset Council by our partner Agilisys, who can be contacted at: Third Floor, One Hammersmith Broadway, London, W6 9D; [0845 450 1131](tel:08454501131); [info@agilisys.co.uk](mailto:info@agilisys.co.uk).

The personal data you provide with this application form will be held indefinitely and used in accordance with the requirements of UK and European data protection law.

Unless otherwise agreed with you, we will only collect the minimum personal data required to deliver the service, which includes your name, address, contact details and any other personal information that you decide to send to us in support of your application. We do not require any special category personal information, or information relating to criminal convictions or offences.

The information will be used for the administration of our statutory duty under The Building Act 1084 (GDPR Article 6(1)(c)) and the processing of the information provided as part of any non-statutory service is lawful as it is necessary in order to take these steps prior to entering into a contract (GDPR Article 6(1)(b)).

We will not use your personal information in a way that may cause you unwarranted nuisance. Failure to provide the information is likely to result in applications, comments about applications and other service requests not being considered or provided.

We may lawfully disclose information to public sector agencies to prevent or detect fraud or other crime, or to support the national fraud initiatives and protect public funds under the Local Audit and Accountability Act 2014. Under the conditions of the Digital Economy Act 2017, we may also share personal data provided to us with other public authorities as defined in the Act, for the purposes of fraud or crime detection or prevention, to recover monies owed to us, to improve public service delivery, or for statistical research. We do not share the information with other organisations for commercial purposes.

You have the right to see the personal data we process about you, as well as the right of objection, rectification and restriction. For details of how to make such a request, please [click here](#).

If you have any questions or concerns about the way we process your personal data, our Data Protection Officer can be contacted at [DPO@n-somerset.gov.uk](mailto:DPO@n-somerset.gov.uk).