

Regularisation submission form



The Building Act 1984, The Building Safety Act 2022, The Building Regulations 2010, The Higher-Risk Buildings (Descriptions and Supplementary Provisions) Regulations 2023.

This form can only be used to apply for retrospective Building Regulations approval for building work that started after 11 November 1985. For more information visit our website.

1 Date the work was carried out
If unknown, please give an approximate date

2 Location of site to which the building work relates ([note 2](#))

Postcode

Approx Age of Property

3 Full description of the work
e.g. Single storey extension to enlarge the lounge

4 Applicant's details

Name

Address

Postcode

Telephone

Email

5 Client's details (if different from Applicant's details)

A client is defined within the Construction (Design and Management) Regulations 2015 – See [Health & Safety Executive website](#) for summary. See [note 6](#) regarding the need to sign a Notice of Completion.

Name

Address

Postcode

Telephone

Email

6 Principal designer/Sole or Lead designer details

Principal designer and designer are defined within the Construction (Design and Management) Regulations 2015 – See [Health & Safety Executive website](#) for summary. See [note 6](#) regarding the need to sign a Notice of Completion.

Name

Address

Postcode

Telephone

Email

7 Principal contractor/Sole contractor details (where known)

Principal contractor and contractor are defined within the Construction (Design and Management) Regulations 2015 – See [Health & Safety Executive website](#) for summary. See [note 6](#) regarding the need to sign a Notice of Completion.

Name

Address

Postcode

Telephone

Email

8 Use of building

For example: Dwelling, office or shop...

Present use

Proposed use

Will the [Regulatory Reform \(Fire Safety Order\) 2005](#) apply to this building after the building work is completed?

Yes

No

9 Electrical work

Please indicate whether all electrical work associated with this submission will be undertaken by a person who is a member of a Part P Competent Person Scheme.

Yes

No

Please be aware that where electrical work is 'notifiable' and is undertaken by an electrician who is not a member of a Part P 'Competent Persons Scheme' a charge will be made to recover the Council's costs in checking this element of the project. For details please refer to our charges.

10 Charges

To calculate the fee please visit: www.n-somerset.gov.uk/bcfeescalculator

Dwellings not more than three storeys and not more than 300m² area in floor
(see other dwellings see 'other works' below.)

No. of dwellings

£

Domestic extensions and certain work

(for Extensions and Loft Conversions with floor area over 300m² please contact the office)

Floor area (m²)

£

Other works based on the full estimated cost.

(Important – Please complete this box to avoid a possible delay with the processing of your submission.)

Estimated cost

£

11 Declaration

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. I/We apply for building control approval as described on this form and as detailed on any supplementary documents.

Signature of applicant

Name

Signature

Date

Signature of client (where the client is not the applicant)

I, the client, confirm I agree to the application being made and that the information contained in the application is correct.

Name

Signature

Date

Submit your application by:

Planning Portal –

www.planningportal.co.uk/buildingcontrol

Email –

bc.info@n-somerset.gov.uk

Fee calculator –

www.n-somerset.gov.uk/bcfeescalculator



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

Post:

North Somerset Building Control,

Post Point 19, Town Hall,

Walliscote Grove Road,

Weston-super-Mare, BS23 1UJ

Important:

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.

1 Submission options

You may choose to use either the 'Full Plans' or 'Building Notice' option. However, the 'Building Notice' option cannot be used where:

- a) The building is or contains a 'workplace' under the Regulatory Reform (Fire Safety) Order 2005 which includes offices, shops, factories and hotels. With these types of buildings we are required to consult with the fire authority.
- b) The building work is over or near a public sewer.

2 Full Plan Applications

Two copies of detailed plans including full constructional specifications and a site plan. A further two copies of layout plans will be required for work to, or in relation to, buildings subject to the Regulatory Reform (Fire Safety) Order 2005 to enable consultation with the fire authority. For more information visit our [website](#).

3 Building Notice Applications

This type of application is only for smaller projects that are uncomplicated and you or your builder have a good understanding of the building regulations. You can start work 2 days after your notice has been submitted. You do not get formal approval like you do with full plans. In the case of an extension a site plan must be provided. Additional information may also be requested. A building notice cannot be used for work which will be built close to or over the top of rain water and foul drains shown on the 'map of sewers' or where a new building will front onto a private street. For more information visit our [website](#).

4 Address of the site/premises

If a precise address has not yet been allocated please provide an accurate description for location purpose.

5 Building over or near a public sewer

You cannot build over, or close to, a public sewer without the consent of the Public Water Utility Company. Your application may be delayed if you do not deposit a letter of consent with your application. Please contact Wessex Water on [01225 562 333](tel:01225562333)

6 Notice of Completions

Building Regulations 2010 (as amended). Regulation 16 (4) "A person carrying out building work shall, not more than five days after that work is completed, give the relevant authority a [Notice of \[Completion\]](#)."

The Notice of Completion needs to be signed by the client, principal designer and principal contractor and submitted to the council before a Completion Certificate can be issued.

The client signs the Notice of Completion to confirm that to the best of their knowledge the work complies with all applicable requirements of the building regulations.

The designers and contractors sign the Notice of Completion to confirm that they have fulfilled their duties under [Part 2A \(dutyholders and competence\)](#) of the Building Regulations.

7 Higher Risk Buildings (HRBs)

This form cannot be used for building control approval applications for higher-risk building work or stage of higherrisk building work or for work to existing higher-risk buildings. Applications for building work to higher-risk buildings can be made [here](#).

8 The Party Wall etc. Act 1996

If your proposals involve works to, or near to, a party wall or boundary, The Party Wall etc. Act 1996 may apply to you. Please note we do not administer The Party Wall act 1996, visit www.legislation.gov.uk for more information.

9 Data Protection

North Somerset Council is registered with the Information Commissioner's Office for the purposes of processing personal data. Part of our service is administrated 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; 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