

## Building Regulations 2010

<b>FOR OFFICE USE ONLY</b>	Application Number	Date Received
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This form should be completed by the owner or agent in **BLACK INK** with block capitals. If you have any difficulty please read the guidance notes (see reverse).

### 1 Applicants name and address *(see note 1)*

Name:	
Address:	
	Postcode:
Telephone:	email:

### 2 Agents name and address *(if applicable)*

Name:	
Address:	
	Postcode:
Telephone:	email:

### 3 Location of building to which work relates

Address:	
	Postcode:

### 4 Description of work carried out


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

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### 6 What was the previous use?

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What is the present use?

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### 7 Fee *(to be agreed prior to submission - see note 3)*

Agreed fee enclosed: £

### 8 Services *(please tick which of the following apply)*

- A. Water supply:** Mains  Borehole  Spring  Well  Other  .....
- B. Surface water drainage:** Mains  Soakaway  Watercourse  Other  .....
- C. Foul water drainage:** Mains  Septic Tank  Cesspool  Other  .....

## 9 Statement

This notice is given in relation to the work described, is submitted in accordance with Regulation 18 and is accompanied by the appropriate charge (and plans where applicable). I understand that the local authority may require me to take such reasonable steps (e.g. opening up of unauthorised work for inspection, making tests and taking samples) as appropriate, to establish compliance or otherwise.

**Signature**

Signed:

Dated:

## Guidance Notes

1. The Applicant is the building owner.
2. One copy of this notice should be submitted with plans showing the unauthorised work and if possible, plans showing and additional work that is required to secure compliance with the building regulations.  
  
Where Part B (Fire Safety) imposes a requirement in relation to building work, a further two copies of the plans should be deposited.
3. A regularisation application must be accompanied by the appropriate financial charge, which is calculated at a rate of 125% of the normal charge payable (excluding VAT) had the works not otherwise already been carried out.
4. 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 regulations.
5. These notes are for general guidance only, full particulars of a "Regularisation" request are contained in Regulation 18 "Unauthorised Building Work" of the Building Regulations 2010.
6. 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.
7. An application for Regularisation should contain one copy of this notice together with any appropriate drawings and the necessary charge. The application may be submitted by hand to your local Building Control Office or submitted by post to the address below.

### CONTACT DETAILS

**Building Control**  
4th Floor  
Britannia House  
Hall Ings  
Bradford BD1 1HX

Telephone: 01274 433807  
Email: [buildingcontrol@bradford.gov.uk](mailto:buildingcontrol@bradford.gov.uk)  
Fax: 01274 435081  
Minicom: 01274 392613

