

DOMESTIC - REGULARISATION Building Regulation submission



Address: Building Control Section, Hartlepool Borough Council, Neighbourhoods and Regulatory Services, Level 1, Civic Centre, Victoria Road, Hartlepool, TS24 8AY
 Tel: (01429) 523289
 Email: building.control@hartlepool.gov.uk

	1. APPLICANT		2. AGENT
First name	<input style="width: 90%;" type="text"/>	Title	<input style="width: 90%;" type="text"/>
Surname	<input style="width: 90%;" type="text"/>		<input style="width: 90%;" type="text"/>
Company	<input style="width: 90%;" type="text"/>		<input style="width: 90%;" type="text"/>
Address	<input style="width: 90%;" type="text"/>		<input style="width: 90%;" type="text"/>
Postcode	<input style="width: 90%;" type="text"/>		<input style="width: 90%;" type="text"/>
Telephone	<input style="width: 90%;" type="text"/>		<input style="width: 90%;" type="text"/>
Email	<input style="width: 90%;" type="text"/>		<input style="width: 90%;" type="text"/>

This form should be filled in by the applicant, (or their agent that carried out the unauthorised building work) as described below. The work must have been carried out on or after the 11th November 1985.

3. LOCATION OF BUILDING TO WHICH WORK RELATES

Address Postcode

4. DESCRIPTION OF WORK

5. DATE WORK CARRIED OUT (Please enter approximate month and year)

<i>Month</i>	<i>Year</i>
<input style="width: 95%;" type="text"/>	<input style="width: 95%;" type="text"/>

6. MAIN USE OF BUILDING

a. Please state use of building

b. Electrical Installations to be tested by a competent person. Yes No

If you did / do not use a competent person an additional charge will be payable (see charges scheme)

7. CHARGES (Please see attached guidance note on charges)

Table A: Confirm the total number of different types of dwelling (Part 1)

Confirm the total number of dwellings on site (Part 2)

Table B: Please state the total internal floor area of the extension in m²

<input style="width: 95%;" type="text"/>	
<input style="width: 95%;" type="text"/>	
<input style="width: 95%;" type="text"/>	m ²

Table C: If neither A or B applies please provide the information relevant to your application

a. Cost of work £ b. Number of windows c. Electrical alterations d. Electrical re-wire

8. PLANS SUBMITTED WITH THIS APPLICATION - In accordance with Regulation 18 plans are submitted:

Showing unauthorised work Yes No

Showing any additional work required to comply with the relevant Building Regulations Yes No

9. STATEMENT - This notice is given in relation to the building work as described in accordance with Regulation 18 and is accompanied by the appropriate charge payment.

Name Signature Date

Guidance notes are given on the reverse of the form

Applicable from 1st May 2019

Should you require this form in large print please telephone (01429) 523289

DOMESTIC - REGULARISATION SUBMISSION GUIDANCE NOTES

THE BUILDING ACT 1984 - THE BUILDING REGULATIONS 2010 (as amended)

Item numbers relate to items on the form

1. The applicant is the person on whose behalf the work was carried out (usually the building's owner);
2. The agent is the person acting on behalf of the applicant (this may be a builder or plan drawer / architect);
3. Location of building work – this is the address where the building work is being carried out. Please be as specific as possible and to assist please show on a suitable location plan to a scale of not less than 1:1250 the boundaries of the site in question;
4. Please provide a detailed description of the work (e.g. 2 storey extension - ground floor kitchen extension with bedroom above)

A plan of the unauthorised work should also be submitted to aid assessment of compliance with the Building Regulations. If additional work is known to be required a further plan showing this additional work should also be submitted (see also note 7);
5. Please provide the date when the work as described as carried out (month and year is required)
6. Main use of building – please specify the use of the building e.g. dwelling;
7. Charges – a regularisation submission charge MUST accompany the deposit of this application. The appropriate charge is dependent upon the type of work carried out see attached charge guidance note;
8. So far as is reasonably practicable, a plan of the unauthorised work, and a plan showing any additional work required to be carried should be submitted.

Plans should show how the unauthorised work complies with the requirements relating to building work. Work should comply with the Building Regulations which were applicable at the time the work was carried out.
9. Statement – please sign and date this to confirm your submission.

Additional points to note

- Two copies of plans and documents should be submitted for Building Regulations;
- Plans should be dimensioned and scaled in appropriate metric measurements;
- If structural calculations are required then these should be submitted with the application;
- Party Wall etc Act - The Act sets out rights and responsibilities of adjoining owners in respect of works affecting boundary situations and should be consulted for new walls, work to existing walls and adjacent excavations. It is your responsibility to obtain your neighbours consent;
- Persons that have carried out building work or have made a material change of use of a building are reminded that permission may also be required under the Town and Country Planning Acts;
- Building over sewers – Northumbrian Water will be consulted if it is thought that the building or extension has been built over a public sewer. All applications submitted to this Authority will be checked for their proximity to public sewers and certificates will not be issued until Northumbrian Water have agreed to accept the proposals;
- A regularisation certificate will be issued after satisfactory inspections of the unauthorised work. It will be sent to the applicants address unless otherwise requested. If an applicant changes address before completion then they should inform the office of their new address. Once a regularisation certificate has been produced and sent out any subsequent copies will be charged for.
- Data Protection Act 1998: We will use the information you have given us on this form to manage and apply the building regulations. We may pass some of this information, including owner's and occupier's details, to other council departments and government agencies. We also share information on some applications with the Planning and Estates departments.

These notes are for guidance only and particulars regarding the Deposit of plans and details for a Regularisation certificate for unauthorised work are contained in Regulation 18 of the Building Regulations.

For further information and advice concerning the Building Regulations: Tel (01429) 52 3289.

For further information and advice concerning Planning: Tel (01429) 52 3741.

Office use only

Regularisation charge code **13007 0000 7012**

Regularisation charge

Charge type

Receipt

Plan assessor

Valid date

Consultations

S. 38.

NWL

FO

DC

SA

DOMESTIC – REGULARISATION SUBMISSION

GUIDANCE NOTE ON CHARGES EFFECTIVE FROM 1st May 2019 THE BUILDING (LOCAL AUTHORITY CHARGES) REGULATIONS 2010

If you have carried out unauthorised building work on or after the 11th November 1985 and you would like it to be regularised then you or your agent must deposit a Building Regulation regularisation application together with the appropriate charge. The charge payable is dependent upon the type of work carried out and can be calculated by reference to the following notes and tables:

Regularisation Charge - you will need to pay the regularisation charge when you submit the plans under the Building Regulations. The regularisation charge covers office administration and all necessary site visits in order to make a decision as to whether a certificate can be issued or if any additional work may be required in order to issue such a certificate. If the work cannot be regularised under the Building Regulations then a certificate will not be issued, however the charge paid will be retained.

Payment can be made via:

- Cheque, made payable to 'Hartlepool Borough Council' or;
- debit or credit card online, using "pay for it" on the Council webpage <https://www.hartlepool.gov.uk/> choose "building control" from the drop down menu and then "deposit fee" from the next drop down then enter the amount to pay and then follow the instructions for credit / debit card payment.
- BACS (please ring for further information).

If you have any difficulties calculating charges or require a quote for an **individual charge** as your particular work is not covered in tables D or E please either call into the office, email building.control@hartlepool.gov.uk or telephone direct **01429 523289**

More detailed information on charges is contained in the Council's Building Control Charges Scheme and is available for viewing on request.

TABLE A - CHARGES FOR THE CREATION OR CONVERSION TO NEW DWELLING

NUMBER OF DWELLING TYPES (Part 1)	Regularisation Charge £	NUMBER OF DWELLINGS (Part 2)	Regularisation charge £
1	225	1	560
2	312	2	780
3	416	3	1,040
4	520	4	1,300
5	560	5	1,400
6	648	6	1,620
7	688	7	1,720
8	776	8	1,940
9	876	9	2,040
10	904	10	2,260

Table A – additional notes

- For more than 10 dwellings / types, or if the floor area of a dwelling exceeds 300m² the charge will be individually determined
- The regularisation charge is calculated from the addition of (Part 1) the number of different types of dwelling and (Part 2) the total overall number of dwellings on site. The charges obtained from (Part 1) and (Part 2) should then be added.
- An additional charge is charged for work when relevant building work, or part thereof has not been carried out / or tested by a competent person. This charge is additional to the regularisation charge.

TABLE B - DOMESTIC EXTENSIONS TO A SINGLE DOMESTIC BUILDING

Category / Description	Regularisation charge £
Single storey extension with an internal floor area:	
1 not exceeding 3m ²	360
2 exceeding 3m ² but not exceeding 10m ²	470
3 exceeding 10m ² but not exceeding 40m ²	640
4 exceeding 40m ² but not exceeding 100m ²	820
Two storey extension with an internal floor area:	
5 not exceeding 40m ²	700
6 exceeding 40m ² but not exceeding 200m ²	850
7 Loft conversion (not including a dormer construction)	650
8 Loft conversion (including a dormer construction)	720
9 Erection or extension of a single storey non-exempt domestic garage or carport floor area up to 40m ²	260
10 Erection or extension of a single storey domestic garage or carport over 40m ² up to 100m ²	320
11 Conversion (or part conversion) of a garage to a dwelling to form habitable room(s)	330
12 Extend or create a basement up to 100m ² floor area	620
Additional notes	
<ul style="list-style-type: none"> An additional charge may be charged for work when relevant building work, or part thereof has <u>not</u> been carried out by a registered competent person. This is given in the charges scheme; An additional charge may be payable where complex structural calculations have or need to be submitted. 	

TABLE C - DOMESTIC ALTERATIONS TO A SINGLE DOMESTIC BUILDING

Category / Description	Regularisation charge £
1 Underpinning, up to 40m in length	340
2 Renovation of thermal element(s)	220
3 Internal/external alterations, installation of fittings (not electric or windows/doors) and / or structural alterations with an estimated cost of work:	
3a up to £500	130
3b over £500 up to £1,000	180
3c over £1,000 up to £5,000	220
3d over £5,000 up to £15,000	480
3e over £15,000 up to £25,000	580
3f over £25,000 up to £50,000	740
4 Window / door replacement:	
4a up to 5	130
4b from 6 to 20	240
4c from 21 to 50	340
5 Electrical work (not competent persons scheme):	
5a new circuit(s) (not a re-wire or full installation)	400
5b re-wiring or a full new installation in a dwelling	500
6 Lightweight replacement conservatory roof (max 30m ² (Approved lightweight system types only)	240
7 Installation of a small sewerage treatment facility	240
Additional notes	
<ul style="list-style-type: none"> This table of charges covers domestic work that is not covered by tables A and B. If your work does not match any of the description an individually determined charge will be required. Please contact Hartlepool Building Control 	