

# NON 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	<input style="width: 90%;" type="text"/>	Title	<input style="width: 90%;" type="text"/>
Surname	<input style="width: 100%;" type="text"/>		
Company	<input style="width: 100%;" type="text"/>		
Address	<input style="width: 100%;" type="text"/>		
Postcode	<input style="width: 100%;" type="text"/>		
Telephone	<input style="width: 100%;" type="text"/>		
Email	<input style="width: 100%;" 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 11<sup>th</sup> 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 current use class    Assembly and recreation        Other residential        Industrial and storage        Other use class   

b. Please indicate if the building is a workplace that will be subject to provisions of the Regulatory Reform (Fire safety) Order 2005 (If Yes then please supply 4 copies of plans)    Yes     No

### 7. CHARGES (Please see attached charge guidance sheet)

Table D: Please state the total internal floor area of the extension or building (m<sup>2</sup>)     m<sup>2</sup>

Table E: Please provide the following information relevant to your application

a. Cost of work    £     b. Number of windows        c. Floor area     m<sup>2</sup>

### 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 1<sup>st</sup> May 2019

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

# NON-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 buildings 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 office extension to the side of an existing 2 storey office block)  
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. office, residential care building
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.

**These notes are for guidance only and particulars regarding the Deposit of Plans and details for a regularisation application for unauthorised work are contained in Regulation 18 of the Building Regulations.**

## 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.

**Further information and advice concerning the Building Regulations: Tel (01429) 52 3289.**

**Further information and advice concerning Planning: Tel (01429) 52 3741.**

## OFFICE USE ONLY

**Deposit fee charge code 13007 - 7012**

Regularisation charge

Charge type

Receipt

Plan assessor

Consultations

S. 38.

NWL

FO

DC

SA

Valid date

Officer

# NON DOMESTIC – REGULARISATION SUBMISSION

## GUIDANCE NOTE ON CHARGES EFFECTIVE FROM 1<sup>st</sup> May 2019

### THE BUILDING (LOCAL AUTHORITY CHARGES) REGULATIONS 2010

If you have carried out unauthorised building work on or after the 11<sup>th</sup> 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 in tables D or E please either call into the office, email

**[building.control@hartlepool.gov.uk](mailto: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 D

#### NON DOMESTIC EXTENSIONS AND NEW BUILD

#### ASSEMBLY AND RECREATION AND OTHER RESIDENTIAL (INSTITUTIONAL AND OTHER) BUILDING (i.e. Museums, schools, surgeries, hospital, nursing home etc)

Category / Description	Regularisation charge £
1. floor area not exceeding 10m <sup>2</sup>	950
2. floor area exceeding 10m <sup>2</sup> but not exceeding 40m <sup>2</sup>	1,150
3. floor area exceeding 40m <sup>2</sup> but not exceeding 100m <sup>2</sup>	1,330
4. floor area not exceeding 200m <sup>2</sup>	1,480

#### INDUSTRIAL AND STORAGE (i.e. factories, storage buildings etc)

5. floor area not exceeding 10m <sup>2</sup>	370
6. floor area exceeding 10m <sup>2</sup> but not exceeding 40m <sup>2</sup>	460
7. floor area exceeding 40m <sup>2</sup> but not exceeding 100m <sup>2</sup>	510
8. floor area not exceeding 200m <sup>2</sup>	570

#### ALL OTHER USE CLASSES (i.e. Office, Shop and commercial etc)

9. floor area not exceeding 10m <sup>2</sup>	640
10. floor area exceeding 10m <sup>2</sup> but not exceeding 40m <sup>2</sup>	790
11. floor area exceeding 40m <sup>2</sup> but not exceeding 100m <sup>2</sup>	900
12. floor area not exceeding 200m <sup>2</sup>	1,010

#### Additional notes

- The amount of time to carry out the Building Control function varies dependent upon the different use categories of building. The amount of time to check and inspect a building used for industrial and storage use is usually less than that for other use classes.
- For more detailed use class descriptions please see over page.
- If your work does not match any of the descriptions an individually determined charge will be required Please contact Hartlepool Building Control.

## Use categories of buildings (table D)

Various use classes of the Building Regulations are explained as follows however for a full description see Approved document B Volume 2 table D1.

**'Assembly and Recreational building'** - includes such as bingo halls, casinos, dance halls, conference, exhibition and leisure centre's, museums, art galleries, theatres, cinemas, concert halls, educational establishments, dancing schools, gymnasia, swimming pool buildings, riding schools, skating rinks, sports pavilions and stadia, law courts; churches and other buildings of worship, public libraries non-residential day centre's, clinics, health centre's and surgeries and public toilets.

**'Other Residential (Institutional and Other Residential) building'** - includes such as a hospital, home, school or other similar establishment used as living accommodation for, or for the treatment, care or maintenance of persons suffering from disabilities due to illness or old age or other physical or mental incapacity, or under the age of 5 years, or place of lawful detention, where such persons sleep on the premises, hotel, boarding house, residential college, hall of residence, hostel and any other residential purpose not described above

**'Industrial and storage building'** - includes factories and other premises used for manufacturing, altering, repairing, cleaning, washing, breaking-up, adapting or processing any article; generating power or slaughtering livestock, storage or deposit of goods or materials, car parks designed to admit and accommodate only cars, motorcycles and passenger or light goods vehicles weighing no more than 2500kg gross.

**'All other use classes' include - 'Office'** - Offices or premises used for the purpose of administration, clerical work, drawing, police and fire and rescue service work banking and building society work, communications including postal, telegraph and radio communications. **Shop and Commercial** - Shops or premises used for a retail trade or business (including the sale to members of the public of food or drink for immediate consumption and retail by auction, self-selection and over-the-counter wholesale trading and premises to which the public is invited to deliver or collect goods in connection with their hire repair or other treatment.

## TABLE E NON DOMESTIC ALTERATIONS

Category / Description		Regularisation charge £
<b>1</b>	<b>Window / door replacement (including shop fronts)</b>	
1a	up to 20 windows / doors	<b>280</b>
1b	over 20 up to 50 windows / doors	<b>400</b>
<b>2</b>	<b>Renovation of a thermal element – Estimated cost of works of:</b>	
2a	up to £50,000	<b>600</b>
2b	over £50,000 up to £100,000	<b>800</b>
<b>3</b>	<b>New mezzanine floor up 100m<sup>2</sup> floor area</b>	<b>360</b>
<b>4</b>	<b>Office or shop fit out based on internal floor area m<sup>2</sup></b>	
4a	up to 100m <sup>2</sup>	<b>350</b>
4b	over 100m <sup>2</sup> up to 500m <sup>2</sup>	<b>600</b>
4c	over 500m <sup>2</sup> up to 1000m <sup>2</sup>	<b>800</b>
<b>5</b>	<b>Alterations not described elsewhere (incl. structural alterations, installation of controlled fittings etc)</b>	
5a	Estimated cost of work up to £1,000	<b>180</b>
5b	Estimated cost over £1,000 up to £5,000	<b>300</b>
5c	Estimated cost over £5,000 up to £15,000	<b>500</b>
5d	Estimated cost over £15,000 up to £25,000	<b>520</b>

### Additional notes

- A charge of £100 + VAT will be payable where there are no associated substantive building works required to change the use of the building – this charge can be discounted from any application received when substantive works are required as part of the change of use. This charge does not apply in relation to a building used for residential purposes that is altered to create more or fewer dwellings.
- If your work does not match any of the descriptions an individually determined charge will be required Please contact Hartlepool Building Control.