



# Regularisation Application

**Building Regulations  
Application No:**

This form is to be completed by the person who has carried out building work or agent. If the form is unfamiliar please read the notes or consult the office indicated on the reverse side. Please type or use block capitals. Please return the completed form to the address indicated on the reverse side.

## 1. Applicants details (see note 1)

Name

Address

Post Code

Tel. No.  Email or fax

## Agents details (if applicable)

Name

Address

Post Code

Tel. No.  Email or fax

## 2. Location of building to which work relates

Address

Post Code

Tel. No.  Email or fax

## 3. Work carried out

Description

## 4. Use of building

- 1 Please state use of building prior to works being carried out:
- 2 Please state present use of building:
- 3 Is the building to be put, or intended to be put to a use which is designated under the Regulatory reforms (Fire Safety) Order 2005 (see note 5) Yes  No

## Commencement date

Date Works Commenced:  /  /

## 5 Fees (see notes 3)

- 1 If schedule 1 work please state the total number of dwellings - Total:
- 2 If schedule 2 Domestic ext. and alts. please provide estimated cost £  & floor area  m<sup>2</sup>
- 3 If schedule 3 Non domestic ext. and alts. please provide estimated cost £  & floor area  m<sup>2</sup>
- Regularisation fee

## 6 Statement

This application is given in relation to the building work as described in pursuance of Regularisation Certificate in accordance with regulation 21 and is accompanied by the appropriate fee.

Name  Signature  Date

### Guidance Notes:

1. The applicant is the person on whose behalf the work has been carried out, e.g. the building's owner.  
  
Subject to certain exceptions where Part B (Fire Safety) imposes a requirement in relation to building work a further two copies of the plans should be deposited.
2. One copy of this notice should be completed and submitted with plans and particulars indicating the works carried out and any additional works proposed to secure compliance with the Buildings Regulations which were in force at the time the work commenced.  
  
Schedule 1 prescribes the plan and inspection fees payable for small domestic buildings. Schedule 2 prescribes the fees payable for small alterations and extensions to a dwelling home. Schedule 3 prescribes the fees payable for commercial work.  
  
The appropriate fee is dependent upon the type of work carried out. Fee scales and methods of calculation are set out in the Guidance Notes on Fees which is available on request.
3. A Regularisation Application must be accompanied by the appropriate fee, VAT is not payable.  
  
Subject to certain provisions of the Public Health Act 1936 owners and occupiers of premises are entitled to have their private foul and surface water drains and sewers connected to the public sewers, where available. Special arrangements apply to trade effluent discharge. Persons wishing to make such connections must give not less than 21 days notice to the appropriate authority.
4. Persons who have already made such connections are advised to notify the appropriate authority of the works carried out.
5. The Regulatory Reform (Fire Safety) Order 2005 Applies to all premises other than domestic premises occupied as a private dwelling. The Order also applied to any common parts used by occupants of more than one such private dwelling.
6. In accordance with Building Regulation 21 a Local Authority 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 thinks appropriate to ascertain what work, if any, is required to secure compliance with the relevant regulations.
7. These notes are for general guidance only, full particulars of a "Regularisation" request are contained in Regulation 21 of the Building Regulations (Amendment) regulations 1994 and in respect of fees the Building (Prescribed Fees) Regulations 1994.
8. **Persons who have carried out 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.**
9. Further information and advice concerning the Building Regulations and Planning matters may be obtained from your local authority.  
  
Helpline: 01256 845237.  
E-mail: [building.control@basingstoke.gov.uk](mailto:building.control@basingstoke.gov.uk)

### Building near to un-mapped public sewers

With effect from 1 October 2011, sections of sewer pipes or drains which are shared with another person's property, or run through another person's land and which have been privately owned were transferred by legislation to become "public sewers" which are owned and maintained by the sewerage companies. (Details of the changes can be found at [www.southernwater.co.uk/DomesticCustomers](http://www.southernwater.co.uk/DomesticCustomers)).

The location of these newly adopted sewers will not be shown on the official "map of sewers" and their position in relation to proposed building projects will be largely unknown. Consequently, applicants will not be alerted of these sewers by the usual consultations with the sewer authority which take place when proposals are being considered for planning permission or Building Regulations purposes.

If you suspect your proposal may involve a public sewer in either of the following ways, you should consult with the relevant authority BEFORE commencing work to minimise any potential delays:

- 1) Your proposal involves building over, or within 3 metres of, a public sewer, or
- 2) You wish to make a connection to, or alter the pipework or access to, a public sewer

For Southern Water area contact:

Developer Services  
Southern Water Services Ltd  
Sparrowgrove House  
Sparrowgrove  
Otterbourne  
Hampshire  
SO21 2SW

Telephone: 0330 3030119

Email: [developerservices@southernwater.co.uk](mailto:developerservices@southernwater.co.uk)

For Thames Water area contact:

Thames Water  
Developer Services  
Rose Kiln Court  
Reading  
RG2 0BY

Telephone: 0845 850 2777

Email: [developer.services@thameswater.co.uk](mailto:developer.services@thameswater.co.uk)

## Privacy notice

Basingstoke and Deane Borough Council is the data controller for the personal information you provide on this form. You can contact the council by phone on 01256 844844, via email to [customer.service@basingstoke.gov.uk](mailto:customer.service@basingstoke.gov.uk) or by writing to us at Civic Offices, London Road, Basingstoke RG21 4AH. The council's Data Protection Officer can be contacted at [dpo@basingstoke.gov.uk](mailto:dpo@basingstoke.gov.uk)

The personal information you provide will be used for us to process your building control application. The information you provide and our processing is necessary under building control regulation legislation and will be shared as described below –

Thames Water and Southern Water – where the work involves a public sewer.

The council's engineering checking company, when the application relates to engineering work.

Hampshire Fire and Rescue will be consulted on commercial development and the development of flats and apartments.

The Health and Safety Executive will be advised of the start date of all applications.

Hampshire County Council Highway Team receive a list of all applications.

Information will be shared with other local authorities if the architect or developer works in partnership.

- We may share your information with other teams within the council in order to provide a service to you, to ensure our records are kept up to date or otherwise where we are required to do so
- we will not disclose your information to other organisations unless we are required by law to do so or to prevent fraud
- your personal details will only be held as long as is needed for this purpose and in accordance with our retention policy

For further details on how your information is used; how we maintain the security of your information and your rights, including how to access information we hold on you and how to complain if you have any concerns about how your personal details are processed, please visit [www.basingstoke.gov.uk](http://www.basingstoke.gov.uk) or email [dpo@basingstoke.gov.uk](mailto:dpo@basingstoke.gov.uk)