



Building Control, Planning and Development Services
Transport, Environment and Planning,
West Offices, Station Rise, York, YO1 6GA

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Regularisation Application Form

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

Application No:

Date:

Receipt No:

Receiving Officer Initials:

^^For Office use only^^

This form is to be filled by the person who intends to carry out building work or their agent. If the form is unfamiliar please read the notes which follow or consult the Building Control office via the details at the top of this form.

Where an email address is provided we will use this to communicate with you regarding your application.

The below information is required under Regulation 14 of the Building Regulations to make a valid application for Building Control approval

1. Applicant's Details

Name:

Address:

Postcode:

Telephone:

Email:

2. Client Details (where different from the applicant)

Name:

Address:

Postcode:

Telephone:

Email:

3. Principle Contractor/Sole Contractor details (where known)

Name:	
Address:	
Postcode:	
Telephone:	
Email:	

4. Principal Designer/Sole or Lead Designer details

Name:	
Address:	
Postcode:	
Telephone:	
Email:	

5. Regulatory Reform (Fire Safety) Order 2005 (as amended)

Is the building a building which the [Regulatory Reform \(Fire Safety\) Order 2005](#) applies?

Yes	☐	No	☐
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6. Date When Work Was Carried Out

When was the work referred to in this notice carried out?

Date:	
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7. Location of site/building to which the building work relates

Address:	
Postcode:	

8. Proposed Works (append additional information where necessary)

Please provide a full description of the work carried out. In your description, please also consider the following:

- i. Details of the intended use of the building, including the intended use of each storey
- ii. The height of the building after the proposed work
- iii. The number of storeys in the building, as determined in accordance with [Regulation 6 of the Higher-Risk Buildings \(Descriptions and Supplementary Provisions\) Regulations 2023](#)
- iv. The provision to be made for the drainage of the building
- v. Where paragraph [H4 of Schedule 1](#) imposes a requirement, the precautions taken in building over a drain, sewer or disposal main to comply with the requirements of the paragraph.
- vi. The steps to be taken to comply with any local enactment that applies.

IMPORTANT – PLEASE NOTE:

TO ASCERTAIN COMPLIANCE WITH BUILDING REGULATIONS, IT WILL BE NECESSARY TO UNCOVER ALL ASPECTS OF WORK. THIS COULD INCLUDE FOUNDATIONS, WALLS, FLOORS, ROOFS, DRAINAGE AND ANY OTHER AREAS AS REQUIRED.

9. Fees (see guidance note on Fees for Information)

When fees are based on estimated cost of the work a written estimate of the total cost of the work shown on the plans must be provided.

Regularisation Charge (£):

Estimate of total cost of the work completed at the time (excluding VAT) (£):

10. Before Applying

If the proposed work is either:

- a) A property that is rented, from a Local Authority, Housing Association, or Private Landlord;
- b) A purchased property, that was previously owned by either the Local Authority, Housing Association or a Private Landlord;

Please ensure that you have all the necessary permissions (in writing) from the landlord, to alter the fabric of the building. It is your responsibility to establish that all relevant permissions have been obtained prior to starting the work.

11. Declaration

This Regularisation Application for Building Control Approval is in relation to the building work etc., as described above. It is submitted in accordance with Regulation 12(2)(b) and is accompanied by the appropriate charge.

I/we apply for Building Control Approval as described on this form and as detailed on any supplementary documents.

Signature of Applicant (where the applicant is not the Client):

Date:

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

Signature of Applicant (where the applicant is not the Client):

Date:

Before submission, please refer to the accompanying notes continued on the following page(s).

Third Party Invoicing Details

Name:

Address:

Postcode:

Telephone:

Email:

NOTES

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| <ol style="list-style-type: none"> 1. The applicant is the person on whose behalf the work is being carried out, e.g. the building's owner. 2. One copy of this notice should be completed and submitted with a copy of plans and particulars in accordance with the provisions of Building Regulation 14. 3. Subject to certain exceptions where Part B (Fire Safety) imposes a requirement in relation to proposed building work, two further copies of plans which demonstrate compliance with the requirements should be deposited. 4. The charge must accompany the deposit of plans and is payable after the first site inspection of the retrospective work. 5. The appropriate fee is dependent upon the type of work proposed. Fee scales and methods of calculation are set out in the Guidance Notes on Fees which is available on request. | <ol style="list-style-type: none"> 6. 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. 7. Section 16 of the Building Act 1984 provides for the passing of plans subject to requirements. The requirements may specify modifications to the deposited plans and/or that further plans shall be deposited. 8. These notes are for general guidance only, particulars regarding the deposit of plans are contained in Regulation 14 of the Building Regulations 2010 and, in respect of fees, in the Building (Local Authority Charges) Regulations 2010. 9. Persons proposing to carry out building work or make a material change of use of a building are reminded that permission may be required under the Town and Country Planning Acts. 10. Further information and advice concerning the Building Regulations and planning matters may be obtained from your local authority. |
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The Council is committed to meeting its data protection obligations and handling your information securely. The Planning and Development Services Privacy Notice sets out how we will use your information in the course of our work as a Local Building Control Authority.

<https://www.york.gov.uk/privacy/PlanningAndDevelopmentServices>