



REGULARISATION

Application form

1	Applicant's Details (see note 2)		Forename:	Surname:
	Address:		Tel:	
	Postcode:		Fax:	
			Email:	

2	Agent's Details (if applicable)		Name:	
	Address:		Tel:	
	Postcode:		Fax:	
			Email:	

3	Location of building to which works relate	
	Address:	Postcode:

4	Description of the proposed works

5	Use of building	
	If new building or extension please state proposed use:	If existing building please state present use:
	Method of drainage: Foul:	Surface Water:

6	Charges (see note 3 and separate Guidance Notes on charges for information)	
	State internal floor area of new building, extension or loft conversion: <input type="text"/>	State the estimated cost of the works: <input type="text"/>
	Has the charge been Individually Determined? Yes <input type="checkbox"/> No <input type="checkbox"/>	
	Plan Charge including VAT: £ <input type="text"/>	Please select: Cheque enclosed <input type="checkbox"/> Please call for card payment <input type="checkbox"/>

7	Statement	
	This notice is given in relation to the building work as described, and is submitted in accordance with Regulation 18.	
	Name:	Signature: Date:



FULL PLANS GUIDANCE NOTES

Please note : Regularisation applications can only be used for building work carried out on or after the 11th November 1985.

1. Making the application – this application should be accompanied by a plan of the unauthorised works and a plan showing any additional work required to secure that the unauthorised work complies with the building regulations. Please also ensure that a signed copy of this form accompanies the application in addition to the correct fee.

2. Person making the application – the applicant is the building owner

3. Charges – for a Regularisation are payable at the time of submission. The appropriate charges are dependant upon the type of works. You can find full information on fees relating to your project in our Building Control Charges document. Where the works fall outside the standard categories in Tables A to E or these categories are blank an ‘individually determined charge’ will be required. These charges are not subject to VAT.

4. Planning – we would remind you that the proposed works may also require planning permission. If you are unsure please contact for advice Tel: 01462 474000

5. Drains and sewers – if the works consist of an erection, extension or underpinning and are within 3 metres of a drain, sewer or disposal main shown on the Sewerage Undertakers sewer records a build over agreement may be required.

Please return this form to :

Building Control
North Hertfordshire District Council
PO Box 480
M33 0DE

Contact details for assistance:

Tel: 01462 474355
Fax: 01462 474229
Email: building.control@north-herts.gov.uk
Web: www.north-herts.gov.uk