

REGULARISATION	<b>1</b>	<p><b>Your details</b> (see note 1)  <u>Your full name:</u>  <u>Your address and postcode</u>  <u>Your phone number:</u> <span style="float: right;"><u>E-mail:</u></span></p>
	<b>2</b>	<p><b>Your agents details</b> (if you have an agent or person submitting this application on your behalf)  <u>Name:</u>  <u>Address and postcode:</u>  <u>Phone number:</u> <span style="margin-left: 100px;"><u>Fax:</u></span> <span style="float: right;"><u>E-mail:</u></span></p>
	<b>3</b>	<p><b>The building that has been worked on:</b>                  Address and postcode:</p>
	<b>4</b>	<p><b>The work that has been carried out:</b>                  Please list the work that has been carried out:</p>
	<b>5</b>	<p><b>What the building is used for:</b>                  Please state present use: _____ previous use: _____                  Is the building being put to a designated use under the Regulatory Reform (Fire Safety) Order 2005? <span style="float: right;">YES <input type="checkbox"/> NO <input type="checkbox"/></span>                  Does this application relate to work commenced on or after the 11<sup>th</sup> November 1985? <span style="float: right;">YES <input type="checkbox"/> NO <input type="checkbox"/></span>                  Please state as accurately as possible the date when this work was commenced:</p>
	<b>6</b>	<p><b>Charge:</b>                  Please contact us for the fee.  <b>(Regardless of the address – all cheques should be made out to South Bucks District Council)</b></p>
	<b>7</b>	<p>Has planning permission been granted for this scheme <span style="float: right;">YES <input type="checkbox"/> NO <input type="checkbox"/></span>                  You may have needed Planning Permission.                  Please contact the Development Management team for advice on 01895 837210 (SBDC) or 01494 732950 (CDC).</p>

**Statement**

Privacy - When a Building Regulation application is submitted the information including personal information (i.e. names and addresses - redacted re telephone numbers and signatures only) will be held on the public register in accordance with the *Building Act 1984 (as amended) (for the purposes of the Building Regulations Part IV Duties of local authorities)*. This information is published on the Council's website under the Public Access for Planning and Building Control.

If you want your name to be treated as confidential, please inform the Council in writing at the time of submission setting out your reasons but you should be aware that, under the Freedom of Information Act 2000 (FOIA) and Environmental Information Regulations 2004 (EIR), we cannot guarantee confidentiality.

I am sending this notice for the building work described above under Regulation 18 of the Building Regulations 2010.  
 I have also enclosed the correct charge.

Your Name: \_\_\_\_\_ Your signature: \_\_\_\_\_ Date \_\_\_\_\_

## NOTES

1. You are the person the work has been carried out for, for example, the building's owner. If the owner is a company, please give the address of the head office. You should fill in one copy of this form and send it to us.
2. If you have built a new building or an extension, you must send us a plan to scale of at least 1:1250 showing:
  - The size and the position of the building or the extension and how it has fitted in the boundaries around the property.
  - The boundaries of the land you have built on and the size and position of every other building or proposed building on that land and what they are used for. The width and position of any street on or within the boundaries of the land you have built on.
  - How you have drained the building or extension.
  - A map of the public sewers showing the precautions you will take if you want build over a sewer or drain.
4. If the work involved inserting insulating material into the cavity walls of the building, you must send us a statement to tell us the following:
  - The name and type of insulation material you have used.
  - Whether the insulating material is approved by the British Board of Agrément or meets relevant British Standards.
  - Whether the installer is registered with the British Standards Institution or has been approved by the British Board of Agrément for inserting that material.
5. If the work involved installing an unvented hot water storage system, you must send us a statement with this notice showing the following:
  - The name, make, model and type of hot water storage system.
  - The name of any organisation that has approved the system or declared that it complies with Part G of Schedule 1 to the Building Regulations 2010.
  - The name of any organisation that has issued any current identity card to the installer.
6. These notes are only meant to be a guide to applying for a Regularisation Certificate. Regulation 21 of the Building Regulations 2010 has full details of how to apply for Building Regulation permission. The Building (Local Authority Charges) Regulations 2010 has full details about the charges.
7. If you have carried out building work or used a building for a different purpose, you may need permission under the Town and Country Planning Act. A planning officer should be contacted for advice on South Bucks District Council 01895 837210 or Chiltern District Council 01494 732950
9. **Your attention is drawn to the rights of adjoining owners under the Party Wall Act 1996 and the possible implications this may have on the proposed work.**