

GUIDANCE NOTES

1. This procedure is only applicable for works carried out since 11 November 1985.
2. The 'applicant' is the building owner. The applicant's details must include the appropriate prefix (e.g. Ms or Mr) their first name and full post code.
3. Two copies of this notice should be completed and submitted with plans and particulars indicating the works carried out.
4. Where Part B (Fire Safety) imposes a requirement in relation to building work, a further two copies of the plans should be deposited.
5. A regularisation application must be accompanied by the appropriate charge or fee. Table 1 prescribes the fee for extensions of not more than 60m² in floor area and detached garages or carports. Table 2 prescribes the fee for works to which Table 1 does not apply. The appropriate charge is dependent upon the type of work carried out. Scales of charges and methods of calculation are set out in the guidance notes on charges.
6. VAT is not payable.
7. These notes are for general guidance only; Full particulars of a 'Regularisation' request are contained in Regulation 21 of the Building Regulations 2010, and in respect of charges (Local Authority Charges Regulations 2010).
8. The relevant requirements are those relating to building work in the building regulations which were applicable to that work when it was carried out.
9. Further information and advice may be obtained from the Building Control Surveyors between the hours **9am-10am** daily or by telephoning **0208 496 6761/2/3**.

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