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**London Borough of Waltham Forest**

**Building Control Service**

Building Act 1984, The Building Regulations 2010

**REGULARISATION APPLICATION**



Before completing this form **please read the notes overleaf**. Please type or use block capitals. \* = **Essential**

**PLEASE COMPLETE AND RETURN TO: [building.control@walthamforest.gov.uk](mailto:building.control@walthamforest.gov.uk)**

**1 Applicant's details:**  
 Name: Title:\* \_\_\_\_\_ Given Name:\* \_\_\_\_\_ Family Name:\* \_\_\_\_\_  
 Address:\* \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_ Post code:\* \_\_\_\_\_  
 E-mail \_\_\_\_\_ Tel:\* \_\_\_\_\_ Fax: \_\_\_\_\_

**2 Agent's details (if applicable):**  
 Name: Title: \_\_\_\_\_ Given Name: \_\_\_\_\_ Family Name: \_\_\_\_\_  
 Address: \_\_\_\_\_  
 (incl. company \_\_\_\_\_ Post code: \_\_\_\_\_  
 E-mail \_\_\_\_\_ Tel: \_\_\_\_\_ Fax: \_\_\_\_\_

**3 Location of building to which work relates:**  
 Address: \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_ Post Code: \_\_\_\_\_

**4 Proposed work:**  
 Description \_\_\_\_\_  
 \_\_\_\_\_

**5 Use of building:**  
 1. If new building, extension or conversion please state original use: \_\_\_\_\_  
 2 State new use: \_\_\_\_\_

**6 Charges** (see notes 4 over & the Charge Guidance Notes) **Charge** (No Vat is Payable) = \_\_\_\_\_  
 Table 1 – Standard Charges Project 1: \_\_\_\_\_ = \_\_\_\_\_  
 Project 2 (if applicable) \_\_\_\_\_ = \_\_\_\_\_  
 Project 3 (If applicable) \_\_\_\_\_ = \_\_\_\_\_  
 Project 4 (If applicable) \_\_\_\_\_ = \_\_\_\_\_  
 Table 2: (Up to £100,000) Project Value:£ \_\_\_\_\_ = \_\_\_\_\_  
**ONLINE PAYMENT REFERENCE:** \_\_\_\_\_ **TOTAL CHARGES:** \_\_\_\_\_

**7** I will provide an electrical installation certificate and the schedule of test results issued by a **competent electrical engineer**, for any domestic/mixed use electrical installation forming part of this application. Failure to provide a suitable certificate will result in the need for an additional application and additional charges. **YES/NO**

**8 Statement:**  
 This notice, given in relation to the building work as described, is submitted in accordance with Reg. 18 and is accompanied by the appropriate charge. In submitting this notice I agree to take such reasonable steps, including opening up of any unauthorised work for inspection by the Authority, making tests and taking samples to ascertain what work, if any, is required to establish that the relevant requirements have been satisfied.  
 Name: \_\_\_\_\_ Signed: \_\_\_\_\_  
 Date: \_\_\_\_\_

<b>For Office Use Only</b>				<b>For Office Use Only</b>			
Date ALL info & payment recv'd	<input type="text" value="/ /20__"/>	Charges OK?	<input type="checkbox"/>	Ok to Validate?	<input type="checkbox"/>	Disabled?	<input type="checkbox"/>
TWU	<input type="checkbox"/>	LFB	<input type="checkbox"/>	Struct' Eng	<input type="checkbox"/>	Online Payment ref	<input type="text"/>
						Validated by	<input type="text"/>
<i>Free Text:</i>							

## Notes

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- 1, **The applicant** is the person on whose behalf the work has been carried out, e.g. the owner of the building.
- 2, **One** copy of this application form should be completed and wherever possible submitted with plans and particulars showing how the alterations/building/ extension(s) have been constructed.
- 3, Subject to certain exceptions a **Regularisation Application attracts a charge**, (known as the Regularisation Charge), which is payable by the person by whom or on whose behalf the building work has been carried out. This fee is payable at the time the application is submitted. This Regularisation Charge is a single payment in respect of each building project, to cover all site visits and consultations that may be necessary to assess whether or not the work has been carried out in a manner that complies with the Building Regulations.

### **Please note that Regularisation Charges are NOT refundable!**

- 4, The Regularisation Charge payable is calculated in accordance with the current Building (Local Authority Charges) Regulations. Details of the charge payable is available online or direct from the Building Control Service.

Annex A, Table 1, describes the Regularisation Charge payable for domestic buildings and standard/common building projects.

Annex A, Table 2, describes the Regularisation Charge payable for extensions/alterations to commercial properties.

**Charge Guide** – Where the project consists of more than one part, charges are payable for each part. For charge calculation purposes the “Main project” means the larger of the intended projects (extension, loft conversion etc), Project 2 and so on are the additional parts (chimney breast removal, through lounge, replacement windows etc )

Payment – The London Borough of Waltham Forest now ONLY accept online payments through our web-page portal [https://apps.adelante.co.uk/SmartPay/walthamforest/Pay4/default.aspx?fundcode=77\\_03](https://apps.adelante.co.uk/SmartPay/walthamforest/Pay4/default.aspx?fundcode=77_03)

**These notes are for general guidance only**, particulars regarding the submission of Regularisation Certificate applications are contained in Regulation 18 of the Building Regulations 2010 and in respect of charges, in the Building (Local Authority Charges) Regulations 1998 and the London Borough of Waltham Forests’ current Scheme of Charges.

- 5, The term ‘**competent electrical engineer**’ means a qualified person having the appropriate qualifications, knowledge and experience to carry out the inspection and testing procedures and complete the relevant electrical installation certificate. A copy of that BS 7671 Installation certificate will be required before a building regulation completion certificate can be issued.

Electrical installers (or their registration body) registered with a Part P competent person self-certification scheme must issue a building regulation compliance certificate to the owner/applicant/occupant within 30 days of the work being completed

- 6, **PLANNING:** Please be reminded that in addition to Building Control, permission may also be required under the Town and Country Planning Acts. Please refer to the Planning Portal and/or your Agent for assistance. <https://www.walthamforest.gov.uk/planning-and-building-control/about-planning-permission/householder-advice-service>
  - 7, **PARTY WALL ACT 1996:** Where works involve building close to a neighbours boundary or building, the requirements of the Party Wall Act 1996 may come into force. If the Act is applicable, you will be required to notify your neighbour/s and enter into a Party Wall Agreement before commencing the project. This is not a matter overseen by the Building Control Service. The Government have produced a guidance booklet for your assistance. <https://www.gov.uk/party-walls-building-works>
  - 8, **THAMES WATER:** Where the works involved the building over or within 3.0m of a public sewer, you should contact Thames Water Utilities to see if a “Build over Sewer” agreement is required. Fees may be payable! For further information please contact: Thames Water Utilities Ltd, Developer Services at: [developer.services@thameswater.co.uk](mailto:developer.services@thameswater.co.uk) – 0845 850 2777
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