

Application for Building Regulations (Regularisation or Initial Notice Cancellation)

The Building Act 1984, The Building Safety Act 2022, The Building Regulations 2010 (As Amended) & The Building (Registered Building Control Approvers etc.) (England) Regulations 2024

This form is to be used when works have already commenced, or have been completed without a Building Regulations Application under Regulation 12(2)(a) and Regulation 12(2)(b) and you intend to submit an application for a Regularisation Certificate under Regulation 18 of the Building Regulations 2010 (As Amended). This form is also to be used when works belonging to a Registered Building Control Approver have been cancelled and the Local Authority are taking control of the works under Regulation 22 of The Building (Registered Building Control Approvers etc.) (England) Regulations 2024.

The form should be completed by the Client, Principal Designer or Principal Contractor and **must be signed** below.

Please ensure that all fields on this form are completed, forms with incomplete information may not be processed.

Please carefully read the notes and guidance at the end of the form.

If you need any assistance in completing this form please contact the office on the number above.

Answerphone service available when our Offices are closed.

Application Type (Tick One)

Regularisation: **Initial Notice Cancellation:** (See Notes and Guidance at the end of the form for definitions.)

Applicant Details (The person filling out the form)

Client Details (The person for whom the work is for)

Name:		Name:	
Company:		Company:	
Address:		Address:	
Postcode:		Postcode:	
Telephone:		Telephone:	
Email:		Email:	

Capacity of the client? (You are referred to Building Regulations 11A, 11C & 11E) (See Notes and Guidance at the end of the form for definitions.)

Is the applicant a 'Domestic Client'? Yes No

Principal Designer's Details (The lead or solo designer) (See Notes and Guidance at the end of the form for definitions.)

Principal Contractor's Details (Lead or solo contractor - if known) (See Notes and Guidance at the end of the form for definitions.)

Name:		Name:	
Company:		Company:	
Address:		Address:	
Postcode:		Postcode:	
Telephone:		Telephone:	
Email:		Email:	

Location of the Building Work (Building / Site)

Address:	
Post Code:	

Description of the Existing Building <small>(where it already exists)</small>	
Description:	
Current Use:	
Number of Storeys:	
Use of Each Storey:	
Height of Existing Building:	(m)

Description of the work in progress / undertaken	
N.B. If you are undertaking alterations to your property (e.g.: Chimney Breast Removal, Replacement Windows, etc.) then amendments may be required to the dwellings ventilation system. Please see Approved Document F (Vol 1) sections 3.9 – 3.13 which refers to sections 1.47 – 1.59 & 1.26 – 1.31.	
Proposed Works:	
Intended Use:	
Number of Storeys:	
Intended use of Each Storey:	
Height of building after work:	(m)
Date of Commencement:	/ /

Does the Fire Safety Order Apply?	
Please confirm whether this is a building to which the Regulatory Reform (Fire Safety) Order 2005 applies, or will apply, after completion of the building work? (The Regulatory Reform (Fire Safety) Order 2005 does not apply to private dwellings under a single occupancy.)	
The existing building is subject to the Fire Safety Order?	Yes No
The proposed building is subject to the Fire Safety Order?	Yes No
Higher Risk Buildings	
The number of storeys in the building as determined in accordance with regulation 6 of the Higher-Risk Buildings (Descriptions & Supplementary Provisions) Regulations 2023, Number of storeys:	

Drainage and Water Supply	
Is the source of water to the building from: a water main / a private supply / a well ?	
Is the foul water to be drained to the: foul sewer / cess pool / septic tank / packaged treatment plant ?	
Is the surface water to be drained to the: sewer / soakaway / watercourse / sustainable urban drainage ?	
H4 'Building over sewers'	
1. Is the proposed building footprint within 3m of a drain or sewer that is greater than 225mm diameter?	Yes No
2. Is the proposed building footprint understood to be over a gully, inspection chamber or manhole?	Yes No
Should the answer be 'YES' to any of the above, consultation with the Sewerage Undertaker will be necessary beyond this Full Plans application. Work should not commence on site until this consultation has been made and a positive response from the Sewerage Undertaker has been received.	
Sewerage Undertaker Details	
Name: Yorkshire Water	
Address: Yorkshire Water Services Ltd, PO Box 52, Bradford BD3 7YD	
Tel: 03451 242424	
Email: technical.sewerage@yorkshirewater.co.uk	

Planning Consent	
Is Planning consent required?	Yes No
Has a planning application been granted?	Yes No
Planning Reference:	

Additional Information

For any new building or extension please provide the total floor area and for any other works please provide the estimated cost of the works.

Total Floor Area (m²):

Estimated cost of work:

£

Fees (see guidance notes on Charges Sheet)

The fee for a Regularisation Application will be payable after submission to validate the application. The applicant will be contacted to make payment.

The fee for an Initial Notice Cancellation will be determined on a case by case basis after an initial site visit.

NOTE: THE APPLICATION WILL NOT BE PROCESSED UNTIL A VALID PAYMENT IS MADE. YOU WILL RECEIVE NOTIFICATION FROM BUILDING CONTROL WITH DETAILS OF THE FEES PAYABLE.

For the Building Control Fees see – [Building Control Charges](#)

Disabled Exemption:

If you are claiming Disabled Exemption of Fees, please tick here. (See Guidance at end of the form)
(Please also complete the Disabled Exemption form on the website and submit it with application)

Terms of Engagement

I being the Client / Applicant making this application for a Regularisation Certificate or an Initial Notice Cancellation do confirm that I have read and agree with the Terms of Engagement found [here](#).

Declaration

Please sign one of the below.

I _____ being the **Client** making this application for a Regularisation Certificate or an Initial Notice Cancellation do confirm that the information in the application is correct.

Name:

Signature:

Date:

/ /

I _____ being the **applicant** making this application for a Regularisation Certificate or an Initial Notice Cancellation do confirm that the client agreed to this application being made and that the information in the application is correct.

Name:

Signature:

Date:

/ /

Notes, Guidance & Definitions on the next page.

Notes and Guidance

1. Submission options

You may choose to use either the 'Regularisation' or 'Initial Notice Cancellation' option. The 'Initial Notice Cancellation' is to only be used when you have had an Initial Notice Registered with the Local Authority by a Registered Building Control Approver and it has been Cancelled by a relevant party.

2. **The Party Wall etc Act 1996** - If your proposals involve works to, or near to, a party wall or boundary, The Party Wall etc Act 1996 may apply to you. Details are available on line at www.communities.gov.uk/publications/planningandbuilding/partywall

3. Disabled Exemption

You may be exempt from Building Control Charges if the works are:

- a. in relation to an existing dwelling that is, or is to be, occupied by a disabled person as a permanent residence; and where the whole of the building work in question is solely:-
 - a) for the purpose of providing means of access for the disabled person by way of entrance or exit to or from the dwelling or any part of it, or
 - b) for the purpose of providing accommodation or facilities designed to secure the greater health, safety, welfare, or convenience of the disabled person.
- b. for the purpose of providing accommodation or facilities designed to secure the greater health, safety, welfare or convenience of a disabled person in relation to an existing dwelling, which is, or is to be, occupied by that disabled person as a permanent residence where such work consists of:-
 - a) The adaptation or extension of existing accommodation or an existing facility or the provision of alternative accommodation or an alternative facility where the existing accommodation or facility could not be used by the disabled person or could be used by the disabled person only with assistance; or
 - b) the provision of extension of a room which is or will be used solely:-
 - (i) for the carrying out for the benefit of the disabled person of medical treatment which cannot reasonably be carried out in any other room in the dwelling, or
 - (ii) for the storage of medical equipment for the use of the disabled person, or
 - (iii) to provide sleeping accommodation for a carer where the disabled person required 24-hour care.
- c. in relation to an existing building to which members of the public are admitted (whether on payment or otherwise); and where the whole of the building work in question is solely:-
 - a) for the purpose of providing means of access for disabled persons by way of entrance., or exit to or from the building or any part of it; or
 - b) for the provision of facilities designed to secure the greater health, safety, and welfare of disabled persons

Note: A Disabled Person for this purpose is a person who has a disability within the meaning given by section 6 of the Equality Act 2010 (disability).

4. Definitions

a. Duty Holder

A dutyholder can be an organisation or an individual, and a dutyholder can carry out the role of more than one dutyholder, provided they have the skills, knowledge, experience and (if an organisation) the organisational capability and competence necessary to carry out those roles.

b. Client

These are organisations or individuals for whom a construction project is carried out that is done as part of a business.

Main duties – what they must do

Make suitable arrangements for planning, managing and monitoring a project, including the allocation of sufficient time and resource, to deliver compliance with building regulations. In practice, this means appointing the right people, with the right competencies (the skills, knowledge, experience and behaviours or organisational capability) for the work and ensuring those they appoint have systems in place to ensure compliance with building regulations.

Where there are several firms working on different aspects of the project, the client will need to appoint a Principal Designer to be in control of design work and a Principal Contractor to be in control of the building work.

Provide building information to every designer and contractor on the project and have arrangements to ensure information is provided to designers and contractors to make them aware that the project includes any existing or proposed higher-risk building work

Cooperate and share information with other relevant duty holders.

c. Domestic Client

A domestic client means a client for whom a project is being carried out which is not in the course or furtherance of a business of that client.

Main duties – what they must do

Where there are several firms working on different aspects of the project, a domestic client should appoint a Principal Designer to be in control of design work and a Principal Contractor to be in control of the building work.

If a domestic client does not appoint either a Principal Designer or Principal Contractor, then the designer in control of the design phase of the project is the principal designer and the contractor in control of the construction phase of the project is the principal contractor.

Must provide building information that they have, or it would be reasonable for them to obtain, to designers and contractors working on the project.

Must cooperate with anyone working on or in relation to the project to the extent necessary to enable them to comply with their duties or functions.

Where there is a domestic client the declaration can be signed by the Principal Contractor.

d. Principal Designer

A designer appointed by the client in projects involving more than one designer. They can be an organisation or an individual with sufficient knowledge, experience and ability to carry out the role.

Main duties – what they must do

Plan, manage and monitor the design work during the design phase.

Take all reasonable steps to ensure the design work carried out by them and anyone under their control is planned, managed and monitored so that the design is such that, if built, it would comply with all relevant requirements of the building regulations.

Ensure that they, and all those working on the project, cooperate, communicate and coordinate their work with the client, the Principal Contractor, and other designers and contractors.

Liaise with the Principal Contractor and share information relevant to the building work.

Assist the client in providing information to others.

e. Principal Contractor

A contractor appointed by the client to coordinate the construction phase of a project where it involves more than one contractor.

Main duties – what they must do

Plan, manage and monitor the design work during the building work.

Cooperate with the client, the Principal Designer, and other designers and contractors to the extent necessary to ensure that the work complies with all relevant requirements of the building regulations.

Ensure that they, and all those working on the project, co-operate, communicate and co-ordinate their work with the client, the Principal Designer, and other designers and contractors.

Liaise with the Principal Designer and share information relevant to the building work.

Assist the client in providing information to others.

Whilst any personal information provided by you on this form will be treated in accordance with the Data Protection Act 2018 it may be used by the Council for data sharing, detection and prevention of fraud