

## IMPORTANT INFORMATION

Please note the following before submitting your Regularisation application: -

1. You are regularising the building work because knowingly or not, you committed an offence under the Building Regulations applicable at the time, e.g. you did not submit a Building Notice or deposit plans (called Full Plans) prior to commencing work, or you failed to notify the District Council once various stages of work had been reached.
2. You can only regularise work that was carried out on or after the 11<sup>th</sup> November 1985.
3. The standard applied to your project are those applicable at the time the offence took place.
4. You should submit plans showing the 'before' and 'after' of any work undertaken. Where you are regularising minor work such as replacement windows, photographs or sketches will suffice.
5. Your initial Regularisation charge will cover the cost of registering the application and the first site visit. Where additional site inspections are required, or we spend additional time on your project, further charges will apply. Your case officer will advise you of these.
6. The Regularisation charge should be paid by the person who committed the offence. This is usually the owner of the property.
7. At the first inspection, you will be advise of areas of work that require exposing or testing.
8. It is not the responsibility of the District Council to arrange for any part of the work to be exposed for inspection, or carry out testing. Where the matter relates to an electrical installation (or similar specialist advice is required), the Council can employ a third party company to undertake testing and inspection. The cost of this service will be passed on to the applicant in full.
9. Unless the authority is statute barred from taking enforcement action, the District Council retains the right to commence enforcement proceedings under Section 35, 35B or 36 of the Building Act 1984.
10. Enforcement proceedings may commence in order that the District Council protects its position, and right to take enforcement action where it considers it appropriate to do so.
11. The District Council will not take enforcement action without first discussing the matter with you.
12. Please note that whilst we will make every effort to provide a prompt and efficient service we cannot be held responsible for any delays in the sale of a property arising as a result of the need to regularise work.
13. Please see Regulation 18 of the Building Regulations 2010 for the full extent of the legislation.
14. **A certificate of Regularisation will not be released until any fees have cleared payment through the banking system.**