

Regularisation of Unauthorised Work



The Building Act 1984
The Building Safety Act 2022
The Building Regulations 2010

Building Control Services

North West Leicestershire District Council, PO Box 11051, Coalville, LE67 0FW

Email: building.control@nwleicestershire.gov.uk
Telephone: 01530 454692 / 01509 634724
Website: https://www.nwleics.gov.uk/pages/building_control

1 Applicant Details

Title: _____ First Name: _____
Last Name: _____

Address: _____

Postcode: _____

Telephone: _____ Mobile: _____

Email: _____

2 Client Details (where different from the applicant)

Title: _____ First Name: _____
Last Name: _____

Address: _____

Postcode: _____

Telephone: _____ Mobile: _____

Email: _____

3 Agent's details (if applicable)

Is the agent the principal or sole designer? YES ☐ NO ☐

Where the agent is not the principal or sole designer, this person must be identified in Section 5 of the application form.

Name: _____

Company: _____

Address: _____

Postcode: _____

Telephone: _____ Mobile: _____

Email: _____

4 Principal (or Sole) Contractor Details (if applicable)

Name: _____

Company: _____

Address: _____

Postcode: _____

Telephone: _____ Mobile: _____

Email: _____

5

Principal (or Sole) Designer Details (if applicable)

Name:

Company:

Address:

Postcode:

Telephone:

Mobile:

Email:

6

Location of building to which work relates

Address:

Postcode:

7

Existing Building

Does the proposal consist of work to an existing building?

YES ☐ NO ☐

If yes, what is the height of the existing building?

metres

How many storeys are in the existing building?

storey(s)

Note that the number of storeys should be determined in accordance with Regulation 5 & 6 of the Higher-Risk Buildings (Descriptions and Supplementary Provisions) Regulations 2023:
<https://www.legislation.gov.uk/uksi/2023/275/regulation/5/made>
<https://www.legislation.gov.uk/uksi/2023/275/regulation/6/made>

Please provide details of the current use of the existing building, including the current use of each storey:

8

Proposed Work

Description
of work:

What is the total internal floor area of the proposed work?

metres²

What will be the height of the building after the proposed work?

metres

How many storeys will be in the building after the proposed work?

storey(s)

Note that the number of storeys should be determined in accordance with Regulation 5 & 6 of the Higher-Risk Buildings (Descriptions and Supplementary Provisions) Regulations 2023:

Please provide details of the intended use of the building after completion of work, including the intended use of each storey:

9 Commencement of work

Please provide the date that the work commenced.

10 Regulatory Reform (Fire Safety) Order 2005 (as amended)

Is the building a building to which the Regulatory Reform (Fire Safety) Order 2005 applies or will apply after completion of the building work? YES ☐ NO ☐

11 Drainage

Does requirement H4 (Building over sewers) apply to the proposed work? YES ☐ NO ☐

Requirement H4 applies only to work carried out: (a) over a drain, sewer or disposal main which is shown on any map of sewers; or (b) on any site or in such a manner as may result in interference with the use of, or obstruction of the access of any person to, any drain, sewer or disposal main which is shown on any map of sewers.

<https://www.stwater.co.uk/building-and-developing/overview/building-over-sewers/>

If yes, please provide details of the precautions to be taken in the building over a drain, sewer or disposal main to comply with the requirements:

12 Electrical Works (Domestic Only)

This must be completed where 'Notifiable Electrical Work' is to be undertaken in domestic properties. If you are unsure please contact us. Further guidance can be found at <https://electricalcompetentperson.co.uk/Building-Regulations-Explained>

(a) Electrical installation is to be carried out by a Part P registered Electrician. YES ☐ NO ☐ N/A ☐

13 Charges

Our charges are based on the published fees and charges schedule found on our website at https://www.nwleics.gov.uk/pages/building_regulation_charges

All work that falls outside of the scope of the schedule is individually determined. Please call on 01509 634757 or email us with details of the proposal to building.control@nwleicestershire.gov.uk to confirm the charge.

The agreed Regularisation charge should be entered as the charge below and is due on deposit of the application. Charges for a regularisation are exempt from VAT but subject to a surcharge of 20%

Total: £

Who is responsible for payment of the fees?

Applicant or Client ☐ Agent ☐ Contractor ☐

14 Declaration

This application is given in relation to the building work as described, and is submitted in accordance with [Regulation 18](#)

I understand that further charges may be payable by the applicant following the first inspection by the local authority.

For information about how & why we may process your personal data, your data protection rights or how to contact our data protection officer, please view our Privacy Notice https://www.nwleics.gov.uk/pages/website_privacy

Declaration of the applicant

I / we apply for Building Control Approval with Full Plans as described on this form and as detailed on any supplementary documents.

Name:

Date:

Signature of the applicant:

Declaration of the client (where the client is not the applicant)

I, the client, confirm I agree to the application being made and that information contained in the application is correct

Name:

Date:

Signature of the client:

The application for building control approval with full plans to inform the local authority of building work, etc is restricted to certain building types. Additional information will also be required to accompany your application, depending upon the work proposed. This form cannot be used for higher-risk building work or stage of higher-risk building work or for work to existing higher-risk buildings. Applications for higher risk buildings can be made here <https://www.gov.uk/guidance/manage-a-building-control-application-for-a-higher-risk-building>

Notes and Guidance

Section 1	The applicants full name must be included together with the address postcode and contact details to allow us to communicate with you more effectively. The applicant is usually the owner of the property.
Section 2	The client is the person on whose behalf the work is being carried out, this should be completed if the person or company appointing the work is not the applicant. This is more likely relevant to commercial proposals.
Section 3	The agent is the architect, surveyor or other person acting on behalf of the applicant or client. Please note that all correspondence will be sent to the agent if one is appointed.
Section 4	Where they are still engaged in the construction process, please provide details of the principal contractor. A principal contractor is the contractor with control over the construction phase of a project where they are the sole contractor, or involves more than one contractor. They are appointed in writing by the client (commercial or domestic) to plan, manage, monitor and coordinate health and safety during this phase.
Section 5	Where they are still engaged in the design process, please provide details of the principal designer. A principal designer is the designer (as defined in the Regulations) with control over the pre-construction phase who has the relevant skills, knowledge and experience and where they are an organisation, the organisational capability to carry out all the functions of the role. However, they do not have to carry out actual design work on the project.
Section 6	Please provide the postal address or location (where no building exists) where the proposed work is to be carried out, or describe the site location for new developments.
Section 7	Please confirm if the work relates to an existing building, where you have answered yes, please provide details of the existing building including the height, number of storeys and the current use of each storey in full.
Section 8	Please provide a description of the proposed work. Where the proposal includes an extension please indicate the number of storeys and the elevation (front, side or rear). Please also provide the floor area of the proposed work, height of the building and the total number of storeys of the building after the proposed work and details of the usage of each storey in full.
Section 9	<p>For new builds or extensions to existing buildings, please provide the estimated date in Section 9a that the work will reach the new definition of a commencement.</p> <p>A complex building is prescribed in the regulations as a building constructed on the same shared foundation plinth or podium as any other building or structure; a building with more than one storey below ground level or a building where its proposed use is primarily that of a public building with capacity for 100 or more visitors. Details should be provided to demonstrate the methodology for calculating capacity when submitting their application.</p> <p>Where the work consists of any other building work, such as internal alterations, please provided detail in Section 9b of what the applicant or client considers to be 15% of the total work.</p>
Section 10	The Order applies to almost all buildings, places and structures other than individual private homes, including individual flats, however it does apply to common areas in blocks of flats, maisonettes or houses in multiple occupation.
Section 11	Where the proposal is for a new building or an extension to an existing building, please confirm if you are building over or near a public sewer. You may need to confirm with the statutory sewerage undertaker to determine if a sewer will be affected. Where you have answered "Yes" please provide details of any precautions or measures required to protect to the sewer.
Section 12	If the proposal will include 'Notifiable Electrical Work' please confirm if the installation will be carried out by a Part P registered electrician. Where no notifiable electrical work is to be carried out you should indicate not applicable.
Section 13	<p>Charges are determined individually and are based on full recovery of our costs for providing the Building Control service.</p> <p>Regularisation Application</p> <ul style="list-style-type: none"> The full application fee is due on submission of the application or immediately after we have confirmed our charges to you. <p>Payment by debit or credit card can be made by contacting us on 01530 454692 or 01509 634724. Sorry we cannot accept payment by cheque.</p>

Section 14

The declaration should be completed by the person submitting the application.

Full Plans applications are to be submitted in accordance with Regulation 18 <https://www.legislation.gov.uk/uksi/2010/2214/regulation/18/made> of the Building Regulations 2010 as amended.

Where an application is submitted without the appropriate fee, the application shall not be valid until payment is received.