

Ref:



If you are unfamiliar with this form, please read the guidance notes overleaf.

**1 Applicant** (please provide full name)

Name:  
Address:  
  
Postcode:  
Tel:  
Email:  
If an email address is provided all correspondence will be issued to this address

**2 Agents** (if applicable)

Name:  
Address:  
  
Postcode:  
Tel:  
Email:  
If an email address is provided all correspondence will be issued to this address

**3 Location of Work:**.....  
.....

**4 Description of the Work Carried Out or Material Change of Use:**  
.....

**5 Use of Building** (i.e. Residential, Office, Shop, etc)

Previous: ..... Present:.....

**6 Date of Completion of Work:**.....

**7 Charges** (A charge must accompany this submission)

- Standard Charge £..... THIS IS 120% OF THE BUILDING NOTICE CHARGE
- Determined Charge £.....  
(Provide evidence of agreed Determined Charge)

**Method of payment:** Cheque enclosed  Credit/Debit Card  Please provide a contact number and we will ring you upon receipt of your application. Please note your application is not valid until payment is received.....

**8 Domestic Electrical Work (to be completed for all domestic applications that include electrical work)**

Did a competent electrician who was registered with a Part P self-certifying scheme carry out the electrical work **YES / NO**  
OR  
Was the electrical work carried out by an electrician qualified to a minimum standard of City & Guilds 2382 (17<sup>th</sup> Edition) and certified in accordance with BS 7671? **YES / NO (If NO see note over)**

**9 Planning Permission**

Did you apply for Planning Permission? **YES / NO** Application No: .....

**Statement**

This notice is given in relation to the Building Work as described above, and is submitted in accordance with Regulation 21 and accompanied with the appropriate charge and as-built plan.  
Signed:..... Date:.....



## Guidance Notes for 'Regularisation' Submission

The numbered items below refer to the section numbers on the front of the form.

A regularisation certificate will be issued to the applicant after the request for, and carrying out of, an inspection provided that the Council are satisfied that the construction complies with the Building Regulations. This may require certain works to be opened up or uncovered to ascertain the construction and materials used. Additional work may be requested to achieve compliance of the Building Regulations prior to the issuing of a certificate

**Please send your application to:**

**Building Control Consultancy  
Cheshire West and Chester Council  
Wyvern House  
The Drummer  
Winsford  
CW7 1AH**

**For any general queries 0300 123 7027.**

**1** The 'Applicant' is the person having the work carried out. This is usually the owner of the building

**2** Complete the 'Agent' section only if you have employed someone to submit the application on your behalf. We will then communicate with the agent regarding requests for additional information. The regularisation certificate will also be sent to the agent

**3** Provide the address where the building work is to be carried out. If you have already discussed the work with building control, let us know the name of the person you spoke to.

**4** Provide an accurate, but brief description of the work. (The council reserve the right to amend the description to reflect the work identified). This description will appear on all the correspondence in connection with the application including the decision notice. (Some building work is exempt from the requirements of Building Regulations and this work should not be included in the description). If you are not sure if the work is exempt please contact our office for clarification.

**5** If there is more than one use, indicate all uses.

**6** Charges are calculated by relating the hourly rate for building control officers to the time spent carrying out their chargeable functions, in relation to particular building work or building work of particular descriptions. In other words the charge is the hourly rate multiplied by the number of hours spent on individual/types of building projects.

**Standard Charges** are the council's published charges and are produced in three separate schedules copies of which are available from our offices or on our website: [www.cheshirewestandchester.gov.uk](http://www.cheshirewestandchester.gov.uk). Please refer to them to complete this section. They are:

Schedule 1 – New Dwellings

Schedule 2 – Domestic Extensions and Alterations

Schedule 3 – All other Work (non-domestic)

**Individually Determined Charges** are for the larger and/or more complex schemes and includes any work not specified in the Standard Charges tables.

If your building work is defined as requiring an individual assessment of a charge you should e-mail Building Control at: [building.control@cheshirewestandchester.gov.uk](mailto:building.control@cheshirewestandchester.gov.uk) preferably with 'request for building regulation charge' in the title of the e-mail and provide a description of the intended work. We will contact you within 24 hours

**7** Note that work being carried out to aid someone with a disability may be exempt from fees. Please contact the office to discuss the specific situation.

Credit card, debit card, cheques or cash payments are accepted. Cheques should be made payable to 'Cheshire West and Chester Council'.

**The fees for our service are paid in full with the application and are equivalent to 120% of the Building Notice fee.**

**Regularisation applications are outside the scope of VAT**

**8** Indicate whether your electrician is a member of a Part P self-certifying scheme. (This can be verified by contacting the appropriate scheme organisation). Electricians who are not members of a Part P self-certifying scheme **must** show evidence to the Building Control Surveyor, that they were suitably qualified to carry out the work and comply with the requirements of Part P of the Building Regulations. A copy of the installation and test certificate will also be required. Agents should ensure that the applicant is made aware of this requirement.

**9** The Regulatory Reform (Fire Safety) Order refers to buildings other than dwellings.

**If you have not applied for planning permission, then please check if planning permission is required. It is usual to gain planning permission before you apply for building regulation approval.**

## **Regularisation application for unauthorised work**

Before you return your application forms, please be aware of the information required in order for a Regularisation Certificate to be issued. This will include Plans of the unauthorised work as built. These plans will then be checked for compliance with the Regulations which were in force at the time the works were originally carried out.

On receipt of the application we may require you to lay open the works or make tests, and provide samples of materials in order that we can decide what work, if any, is needed to ensure compliance.

Following the inspection of the works we may issue a schedule of defects. A Regularisation Certificate will only be issued if these matters are addressed satisfactorily.

Please note that if a Regularisation Certificate cannot be issued due to non-compliance the fee paid will not be refunded.  
If we can be of any further assistance, please contact us on the above telephone number.

**Building Consultancy  
Cheshire West and Chester**