

**Building Control
Environment Directorate
London Borough of Richmond upon Thames
Civic Centre, 44 York Street, Twickenham TW1 3BZ**

**The Building Act 1984
The Building Regulations 2010**

If the form is unfamiliar please read the notes on the reverse side or consult the office indicated overleaf.

Fee Cheque/Cash: £

Receipt No. issued:

Payee:

1 APPLICANT'S / OWNER'S DETAILS

Mr/Mrs/Ms/Miss **and** initials _____

Tel: _____

Address: _____

Mobile: _____

Postcode: _____

Email: _____

2 AGENT'S DETAILS

Mr/Mrs/Ms/Miss **and** initials _____

Tel: _____

Address: _____

Mobile: _____

Postcode: _____

Email: _____

3 BUILDER'S DETAILS

Mr/Mrs/Ms/Miss **and** initials _____

Tel: _____

Address: _____

Mobile: _____

Postcode: _____

Email: _____

4 LOCATION OF BUILDING TO WHICH THE UNAUTHORISED WORK RELATES

Address: _____

Postcode: _____

5 UNAUTHORISED WORK

Description: _____

6 DATE UNAUTHORISED WORK WAS CARRIED OUT (ON OR AFTER 11 November 1985 only)

7 USE OF BUILDING

1. State present use of building _____

2. Is the building a premises to which the Regulatory Reform (Fire Safety) Order 2005 applies? _____

YES / NO

8 Do works relate to a facility for a disabled person? (Please provide details)

9 CHARGES (Please read note 3 overleaf and separate Guidance Notes on Building Control charges to stipulate the Work Codes applicable to the works being carried out and state the floor area or total estimated cost underneath the Work Code as applicable)

(i) (a) Work Code

(b) Total floor area / Est of Costs

(ii) Total Regularisation fee enclosed (zero rated VAT) (Cheques made payable to London Borough of Richmond upon Thames) £

10 STATEMENT

This application is given in relation to the unauthorised work as described, is submitted in accordance with Regulation 21 and is accompanied by the appropriate fee / charge*.

Name: _____

Signature: _____

Date: _____

Notes

1. A Regularisation application only applies to unauthorised work commenced on or after the 11th November 1985. Applications should be submitted for regularisation only where it is practicable to do so.
2. One copy of this application form should be completed and submitted as far as is reasonably practicable, with plans and particulars showing any additional work required to be carried out to secure that the unauthorised work complies with the requirements relating to building work in the Building Regulations, which were applicable to that work when it was carried out in accordance with the provisions of Building Regulation 21.
3. The Regularisation application generally attracts a fee/charge payable by the owner of the work.

The appropriate fee/charge is dependent upon the type of work carried out. Fee scales/charges and methods of calculation are set out in the Guidance Note on Fees/Charges, which is available on request. Fees/charges are not applicable to works of alterations or extensions solely for the benefit of disabled people (Section 29 National Assistance Act 1948 as extended).

There is no entitlement to a refund of any regularisation fee/charge paid, particularly if the Local Authority cannot determine what work is required to comply with the relevant requirements.

4. Where a Local Authority receives a Regularisation application, they may require the applicant to take such reasonable steps, including laying open the unauthorised work for inspection by the Authority, making tests and taking samples, as the Authority thinks appropriate to ascertain that work, if any, is required to secure that the relevant requirements are met. If an applicant is unwilling to comply with any reasonable request he/she runs the risk that the Local Authority will be unable to judge whether the work satisfies the applicable Regulations.
5. Building Regulations 12 and 14 shall not apply in relation to the unauthorised work and neither the supply of plans nor the taking of any other action in accordance with Regulation 21 is to be treated for the purposes of Section 16 of the Building Act 1984 as the deposit of plans in accordance with Building Regulations.
6. These notes are for general guidance only, particulars regarding the Regularisation application are contained in Regulation 21 of the Building Regulations 2010 (as amended) and, in respect of fees, in the current fees/charges regulations.
7. Persons carrying out work or making a material change of use of a building are reminded that permission may be required under the Town and Country Planning Acts. If this has not been obtained or if you are in doubt as to whether or not planning permission is necessary, you should seek advice from:

The Planning Officer
Environment Directorate
Civic Centre
44 York Street
Twickenham TW1 3BZ

Visit our website – www.richmond.gov.uk

It is most important that any necessary planning permission is obtained before any building works are commenced or change of use is implemented. If this is not done, the Council has the power of enforcement with a view to requiring the removal of unauthorised building work or the discontinuance of unauthorised changes of use.

8. Further information and advice concerning the Building Regulations can be obtained from:

Building Control
Environment Directorate
Civic Centre
44 York Street
Twickenham
Middlesex TW1 3BZ

Visit our website – www.richmond.gov.uk

9. The Regularisation application is without prejudice to the powers of a Local Authority under Section 36 of the Building Act 1984 or of any other statutory requirement or enactment affecting the building.

PERSONAL INFORMATION POLICY

The Council will use your details, the information about your dealings with the Council and the information about you available to the Council ('your information') to:

- Deal with your requests and administer its departmental functions (e.g. to assist with the processing of your Building Regulations application)
- Meet its statutory obligations
- Prevent and detect fraud
- Conduct surveys and research
- Contact you with information about activities and events involving the Council or with offers which it thinks may be of interest to you

The Council may share your information (but only the minimum amount of information necessary to do the above and only where it is lawful to do so) with other departments within the Council (including the elected members), central government departments, law enforcement agencies, statutory and judicial bodies, community service providers and contractors that process data on its behalf.

The Council may also use and disclose information that does not identify individuals for research and strategic development purposes.

- N.B.** All applications for planning matters and supporting documentation are a public record and you should be aware that these records are open to public inspection both in their paper version and in electronic media such as the council website.

General Data Protection Regulation (GDPR) notes for Building Regulations Applicants. The Building Control department is required by the Building Act and Building Regulations to use the information you provide for the following:

1. Statutory compliance and enforcement of the Building Act and related acts e.g. Regulatory Reform (fire safety) Order.
2. To enable provision of the building control process including plan assessments, consultations, approval processes and site inspections.
3. Processing documents, inspection records, related certificates including Competent Persons Schemes in accordance with statutory requirements and ministerial directives.
4. Property and owner address information is required to enable the service to be provided and may be shared with statutory consultees e.g. the fire and rescue service and water/waste utility organisations. Information is shared with other departments within the local authority to enable the invoicing of Building Control and other related statutory, service or enforcement processes e.g. Council Tax and Planning for extensions; Land Charges and Waste Management for new buildings.
5. We seek to minimise the personal data we hold to a functional minimum. This data can be seen on request by the data subject.
6. Records relating to building projects are archived. All data is kept secure and can be requested for view by data subjects and is subject to Freedom of Information Requests. The purpose of retaining records is to maintain historical building records and for insurance and legal records in the event of claims, construction failures, future developments and information to support public safety and protection in the event of 'disasters' and dangerous structure events.
7. Aggregated data (minus personal data) is produced to support departmental work management during projects and productivity records for management information only.

All the above is standard practice for processing applicant's projects, enabling compliance, processing payments and keeping archived historical records of construction work to ensure public protection, practical construction help and public safety. No information is used for commercial gain or shared or sold with third parties for commercial gain.

For further information, please view our full privacy policy at https://richmond.gov.uk/data_protection.