

Northumberland County Council

Public Protection Building Control

E-Mail: buildingcontrol@northumberland.gov.uk Website: www.northumberland.gov.uk

This Regularisation Application conforms to the Building Regulations 2010

This form is to be filled in by owner or the agent. If the form is unfamiliar please read the notes which follow or consult your local Building Control office. Please submit completed form to the Building Control Office dealing with your application. Information regarding fees may be obtained from your Building Control Office.

1 Applicant's details (see note 1)

Name: _____
 Address: _____
 Postcode: _____ Tel: _____ Fax: _____ email: _____

2 Agent's details (if applicable)

Name: _____
 Address: _____
 Postcode: _____ Tel: _____ Fax: _____ email: _____

3 Location of building to which work relates

Address: _____

 Postcode: _____

4 Work carried out (see note 2)

Description: _____

5 Date work was carried out

6 What is present use?

What was previous use?

Is the completed building/s used as a use designated under the Regulatory Reform (Fire Safety) Order 2005 YES NO

7 Fees (see Guidance Note of Fees for information) Please indicate fee table and category of work.

Table - _____ Category - _____ Cost of Work £ - _____
 Normal fee £ _____ plus 50% Total £ _____

8 Additional Information:

9 Statement

This notice is given in relation to the building work as described, is submitted in accordance with Regulation 18(2) and is accompanied by the appropriate fee.



LABC Name: _____

Signature: _____

Date: _____

Guidance Notes

1. The applicant is the building owner.
2. One copy of this notice should be completed and submitted with plans and particulars indicating the works carried out.

Where Part B (Fire Safety) imposes a requirement in relation to building work a further two copies of the plans should be submitted.

3. A regularisation application must be accompanied by the appropriate fee, which is charged at a rate of the normal fee payable had the works not otherwise already been carried out plus 50%, (VAT is not payable).

The appropriate fee is dependent upon the type of work carried out. Fee scales and methods of calculation are set out in the Guidance Notes on Fees, is available on request.

4. In accordance with Building Regulation 18 the Council may require an applicant to take such reasonable steps, including laying open the unauthorised work for inspection, making tests and taking samples as the authority think appropriate to ascertain what work, if any, is required to secure compliance with the relevant regulations.
5. These notes are for general guidance only, full particulars of a "Regularisation" request are contained in Regulation 18 of the Building Regulations 2010 and in respect of fees, in the Building (Local Authority Charges) Regulations 2010.
6. Persons who have carried out the building work or have made a material change of use of a building are reminded that permission may also have been required under the Town & Country Planning Act.

Contact Details;

E mail; buildingcontrol@northumberland.gov.uk;

Website; www.northumberland.gov.uk

North Northumberland

Berwick, Alnwick and Amble areas

27 Fenkle Street, Alnwick, Northumberland,

NE66 1HW

Phone; 01670 623838

South East Northumberland

Morpeth, Ashington, Blyth, Cramlington and Bedlington areas

County Hall, Morpeth, Northumberland,

NE61 2EF

Phone; 01670 623724

West Northumberland

Hexham, Prudhoe and Ponteland areas

Hadrian House, Market Street, Hexham,

Northumberland, NE46 3NH

Phone; 01670 623820



Please Note - Fees can be made by ringing the appropriate office and making a card payment over the phone.