

This form is to be filled in by the person who intends to carry out building work or their agent. If the form is unfamiliar please read the notes overleaf or consult the office indicated above.

**1 Applicant's details**

Name: \_\_\_\_\_

Address: \_\_\_\_\_

Post Code: \_\_\_\_\_

Tel: \_\_\_\_\_

Fax: \_\_\_\_\_

E-mail: \_\_\_\_\_



CERT: F.S.38992

**2 Agent's details (if applicable)**

Name: \_\_\_\_\_

Address: \_\_\_\_\_

Post Code: \_\_\_\_\_

Tel: \_\_\_\_\_

Fax: \_\_\_\_\_

E-mail: \_\_\_\_\_



The Government Standard

**3 Location of building to which work relates**

Address: \_\_\_\_\_

Post code: \_\_\_\_\_

**4 Proposed work**

Description: \_\_\_\_\_

**5 Use of building**

1 If new building or extension please state proposed use

2 If existing building state present use

**6 Fees (see Guidance Notes on Fees for information)**

Category	Charge	Charge Reduction	Supplementary Charge	Net	VAT	Gross
					Total Fees	

**7 Domestic electrical work (to be completed for all domestic applications that include electrical work)**

Will a competent electrician, who is registered with a Part P self-certifying scheme, carry out the electrical installation?

Please delete as appropriate YES/NO

If YES, please supply the Trade Association (e.g. NICIEC EA) Reg. number \_\_\_\_\_

**8. Statement**

This notice is given in relation to the building work as described, is submitted in accordance with Regulation 12(2A)(a) and is accompanied by the appropriate fee.

The use of the completed building IS/IS NOT a use to which the Regulatory Reform (Fire Safety) Order 2005 applies.

Name: \_\_\_\_\_

Signed: \_\_\_\_\_

Dated: \_\_\_\_\_

## Guidance Notes

1. The applicant is the person on whose behalf the work is being carried out e.g. the building's owner.
2. One copy of this notice should be completed and submitted with plans and particulars indicating the works carried out. **Regulation 21 requires that plans should be submitted indicating the unauthorised works and plans showing any additional work that is needed to ensure that the works conform with the regulations which were in force at the time the work was carried out.** In order that such plans may be prepared for inclusion with the application it may be that exposure works are necessary to determine the construction and if necessary, professional advice sought on the best method of achieving compliance.  
  
3. A regularisation application must be accompanied by the appropriate fee, which is **charged at a rate of 120% of the normal fee payable** had the works not otherwise already been carried out (VAT is not payable).
4. In accordance with Building Regulation 21 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 thinks 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 21 of the Building Regulations (Amendment) Regulations 2010, and in respect of fees 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 and Country Planning Act.
7. Further information and advice may be obtained from Building Control Services, Stuart House East Wing, St John's Street, Peterborough.  
Telephone 01733 453422

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 which is available on request.

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This Application Form together with all necessary plans and particulars should be returned to:

**Building Control Stuart House East Wing St John's Street Peterborough PE1 5DD**

Tel: (01733) 453422 e-mail: [buildingcontrol@peterborough.gov.uk](mailto:buildingcontrol@peterborough.gov.uk)

(Preferred methods of payment are Debit Cards, Credit Cards and Cheques made payable to Peterborough City Council)

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