

# Building Notice & Regularisation Application



**1 TYPE OF APPLICATION**

BUILDING NOTICE                       REGULARISATION

If you require a **Building Control Approval with Full Plans** please complete the separate application form for this.

**2 APPLICANTS DETAILS**

Name:

Address:

Postcode:                       Telephone:

Email:

**3 AGENTS DETAILS**

Name:

Address:

Postcode:                       Telephone:

Email:

**4 LOCATION TO WHICH WORK RELATES (IF DIFFERENT FROM 2 ABOVE)**

Address:

Postcode:

**5 PROPOSED WORK**

Description:

Estimated cost of works: £

If Regularisation: Date the works started on site?

**6 USE OF BUILDING**

Proposed Use:                       Present Use:

Is it the intention to carry out building work in relation to a building which is, or will be within the scope of the Regulatory Reform (Fire Safety) Order 2005?                      **Y or N**

Height of building after proposed work    Less than 7.5m     7.5-11m     11-18m     Over 18m

to the floor level of the top storey:

**7 CHARGES**

Please attach a copy of our written quote

**Net Fee:**

**VAT:**

**Building Work Solely Required by People with Disabilities**

Is the work for a Registered Disabled Person? (enter Y if applicable)                       **Total Submission Fee:**

**8 DISCLAIMER**

*The Councils Babergh District Council or Mid Suffolk District Council (BMSDC) will be Data Controller of the information you are providing. That means BMSDC will be responsible for looking after it as required by the Data Protection Act 2018 and will only use the information for performing the Councils function described in this form. Signing this form gives your consent to us using the data for the purposes described in this form. For more information on your rights in regards to your personal information and how to access it, visit our website, either [www.babergh.gov.uk](http://www.babergh.gov.uk) or [www.midsuffolk.gov.uk](http://www.midsuffolk.gov.uk) and click on "Your Right to Information" or call customer services on 0300 1234000 and ask to speak to the Information Governance Officer.*

**STATEMENT**

This notice is given in relation to the building work as described, and is submitted in accordance with The Building Regulations and the current Babergh and Mid Suffolk Building Regulation Charges Scheme. I understand that further fees will be payable following the first inspection by the authority for a Full Plans application, and/or if the conditions applicable to discounted charges are not met during the carrying out of the building works.

- I agree to the Council exercising the option to approve the application with conditions if considered appropriate.
- I agree to an extension of time for the consideration of this application in order to allow negotiations to take place prior to formal decision being issued, such extension to terminate two months from the date of deposit of plans

Signature:                       Name:

Date:

# Guidance Notes – Building Notice and Regularisation Applications

## 1 TYPE OF APPLICATION

**Building Notice Application** - Generally suitable for minor works where a competent contractor is used. You may use a Building Notice if:-  
(a) The work does not involve the construction, extension, or underpinning of a building, which will be over or within 3m of a Public Sewer or Disposal Main.

(b) The Regulatory Reform (Fire Safety) Order 2005 does not apply to the building where work is proposed.

(c) The work which includes the erection of a building does not front onto a private street.

Ideally provide plans or basic sketches to promote understanding of the proposed work. Further details may at our discretion be required at any time during the application and construction process.

**Regularisation Certificate Application** – for work commenced after 1985. Where work has already been carried out but no formal application under the Building Regulations has been made, a regularisation certificate application can be submitted if formal recognition of compliance with The Building Regulations is desired.

The owner of the building is under no obligation to submit a Regularisation Certificate Application to the local authority; equally the local authority is under no obligation to accept a Regularisation Certificate Application, nor having accepted the application issue a Regularisation Certificate unless the work is shown or made to comply with reasonable requirements of the Regulations.

For a Regularisation Certificate Application fully detailed plans and documents must be submitted showing how the work complies with the regulations or how it will be altered to ensure compliance. As much detail as possible must be shown. It is almost certain that we will require you to open up the work for inspection where necessary and the applicant must be willing to comply with all such reasonable requests.

The making of this Regularisation Certificate Application does not prejudice the enforcement powers contained in the Building Act available to the local authority.

2 **APPLICANTS DETAILS** - The applicant is the person on whose behalf the work is being carried out e.g. the owner of the building. All details to be completed in even if there is an agent.

3 **AGENTS DETAILS** - The agent is the person who is carrying out the design work or managing the project on behalf of the applicant. The Details of the agent should be completed in this section if an agent is being used. If there is not an agent please mark 'N/A'.

4 **LOCATION OF BUILDING TO WHICH WORK RELATES** - Please state the full address of the building or site to which the work relates including name/number, road, parish and postcode where available.

5 **PROPOSED WORK** - Briefly describe the proposed works to be undertaken. Please provide the reference number for any planning permission obtained in connection with the works.

## 6 USE OF BUILDING -

1. State proposed use of building (e.g. dwelling, office, factory etc).
2. State existing use of building (e.g. dwelling, office, factory etc).
3. State whether the Regulatory Reform (Fire Safety) Order 2005 applies to the building where the work is intended, this includes shops, offices, hotels, hostels for hotel staff, boarding houses, factories and other uses. If further guidance is required, please contact us. Please note that a Building Notice application is not suitable where this act applies.
4. The height of a building is to be measured from ground level to the top of the floor surface of the top storey of the building in accordance with [regulation 5 of the Higher-Risk Buildings \(Descriptions and Supplementary Provisions\) Regulations 2023](#).

7 **CHARGES** - You must obtain a quote from us before making an application. Enter the details from the quote in the charges section. Please ensure that you attach a copy of our written quote. If you need to obtain a quote for the work please [Apply online](#) and select "Building Regulation Fee Quotation" or contact us using the details below.

An application must be accompanied by the appropriate payment for it to be valid. For further details see the joint Babergh & Mid Suffolk charges guidance notes. Fees can be paid when you submit an online application, via the Councils website or by cheque. Cheques should be made payable to 'Babergh District Council' or 'Mid Suffolk District Council' depending on the district dealing with your application.

If you pay via [Pay online](#), select the appropriate District Council and Payment Type and enter the reference number if known or full location address.

**Registered Disabled:** Indicate whether the work is to be carried out solely for someone with disabilities. Proof of eligibility for exemption must be provided with the application.

8 **STATEMENT** - Print your name, sign and date to confirm that all details are correct and to confirm acceptance of the statement.

## 9 **Welcome • Witamy • مرحباً • Sveiki**

If you would like this document in another language or format, or if you require the services of an interpreter, please contact us.

Jeżeli chciałby Państwo otrzymać ten dokument w innym języku lub w innym Formacie albo jeżeli potrzebna jest pomoc tłumacza, to prosimy o kontakt z nami.

إذا أردت هذه الوثيقة بلغة أخرى أو بطريقة أخرى، أو إذا كنت بحاجة إلى خدمات مترجم، فنرجو أن تقوم بالاتصال بنا.

Jei pageidaujate gauti šį dokumentą kita kalba ar kitu formatu, arba jei jums Reikia vertėjo paslaugų, kreipkitės į mus.

### Babergh Building Control and Mid Suffolk Building Control

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8 Russell Road  
Ipswich  
IP1 2BX

General enquiries telephone: 01449 724510  
Inspection requests: 01449 724512  
Email: [building.control@baberghmidsuffolk.gov.uk](mailto:building.control@baberghmidsuffolk.gov.uk)

[www.babergh.gov.uk](http://www.babergh.gov.uk)  
[www.midsuffolk.gov.uk](http://www.midsuffolk.gov.uk)

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