

PRIVACY STATEMENT

Southampton City Council is collecting this information, via the Building Control – Regularisation Certificate form, in order to perform this service or function, and if further information is needed in order to do so, you may be contacted using the details provided.

In performing this service, the Council may share your information with other organisations or departments, but only when it is satisfied that it is necessary to perform a public task, or to exercise its statutory duties to do so.

The Council may also share your personal information for the purposes of the prevention, investigation, detection, or prosecution of criminal offences, but will not share your personal Information, or use it for this, or any other purpose, unless provided for by law.

More detailed information about the Council's handling for your personal data can be found in our [Privacy Policy](#).

The Building Act 1984, The Building Regulations 2010

Building Control Services, Southampton City Council
Civic Centre, Southampton SO14 7LU
Tel. 023 8083 2558
Email building.control@southampton.gov.uk
www.southampton.gov.uk

Application number:

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 accompanying notes. Please type or use block capitals.

Applicant's details (see note 1)

Name	
Address	
Postcode	Tel
Email	

Agent's details (if applicable)

Name	
Address	
Postcode	Tel
Email	

Location of building to which work relates

Address

Postcode

Work carried out

Description

Date work was carried out (see note 10)

Date

What is the present use?

What was the previous use?

Charges (For information see note 3 and separate charges schedule)

1. If Table A work (state number of dwellings)		
2. If Table B work (state internal floor area (m ²) or project category)		
3. If Table C work (state the estimated cost of the work excluding VAT or project category)		
Normal charge: £	Plus 40%: £	Total: £

NB. charge to accompany submission. VAT not applicable

Statement

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



Will the Regulatory Reform (Fire Safety) Order 2005 apply? (see note 9)

Yes No

Name: _____ Signature: _____ Date: _____

REGULARISATION GUIDANCE NOTES

1 THE APPLICANT - is the building owner.

2 DATA PROTECTION - please note that the information provided in this form may be passed to other sections of the council to inform them of this Regularisation Certificate Application. Details are also disclosed to the Ordnance Survey Office, Southern Water and Hampshire Fire and Rescue Service.

3 REGULARISATION CHARGES - are for the consideration of an application for a Regularisation Certificate under Regulation 18, in respect of unauthorised building work.

- This charge is a single payment fee, payable at the time of submitting an application and covers the administrative costs and all appropriate site inspections. Cheques are payable to: **Southampton City Council**
- The charge is made at a rate of 140% of the normal 'plan and inspection' charges at present day rates. NOTE; VAT is not payable on this type of charge.
- The appropriate charge will be dependant upon the type of work carried out. The scales and method of calculation are set out in the 'Charges Schedule' which is available on request.
- Estimated cost of the work will be the current cost applicable at the time the application is submitted to the local authority.

4 PLANS - where the work consists of a new building or extension, the application must include a site plan, drawn to scale of not less than 1:1250 showing:

- (a) size and position of building/extension and the relationship with adjoining buildings within the site, boundaries and highways.
 - (b) the layout of underground drainage (if known).
- it is desirable to submit a plan showing the unauthorised work, including any additional works to be carried out in order to achieve compliance with any relevant requirement.
 - where the Regulatory Reform (Fire Safety) Order 2005 applies, two further copies of the plans are required.

5 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.

6 A Regularisation Certificate shall be evidence (but not conclusive evidence) that the relevant requirements specified in the certificate have been complied with.

7 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 charges, Council's Building Control Partnership Charge Scheme, applicable at the time of submission.

8 PLANNING APPROVAL - 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. For further advice and planning, telephone:
Southampton 023 8083 2603
Eastleigh 023 8068 8264

9 Regulatory Reform (Fire Safety) Order 2005 may impose additional requirements in relation to fire safety.

10 Unauthorised development may be regularised providing the development commenced on or after 11 November 1985.

11 Further information and advice concerning Building Regulations matters may be obtained from:
Southampton and Eastleigh Building Control Partnership
Tel. 023 8083 2558 or
email building.control@southampton.gov.uk