



**Building Control Section**

**London Borough of Hounslow  
The Civic Centre, Lampton Road,  
Hounslow TW3 4DN**



# Regularisation Application (UW)

The Building Act 1984  
The Building Regulations 2000  
(as amended)

This form to be filled in by the owner of the unauthorised building work or agent. Please type or use block capitals.  
Please give Town Planning reference where known : .....  
If the form is unfamiliar please read the notes on the reverse side or consult the office indicated overleaf.

Building Regulations Reference Number :

**1 Applicant's details**

Name \_\_\_\_\_  
Address \_\_\_\_\_  
Postcode \_\_\_\_\_ Tel \_\_\_\_\_

**2 Agents details (if applicable)**

Name \_\_\_\_\_  
Address \_\_\_\_\_  
Postcode \_\_\_\_\_ Tel \_\_\_\_\_

**3 Location of Building to which the unauthorised work relates**

Address \_\_\_\_\_  
Postcode \_\_\_\_\_ Tel \_\_\_\_\_

**4 Unauthorised work**

Description \_\_\_\_\_

**5 Date unauthorised work was carried out (on or after 11th November 1985 only)**

\_\_\_\_\_

**6 Use of building**

1. State present use of building \_\_\_\_\_  
2. Has the building been put, or is it intended to be put, to a use in relation to which the Regulatory Reform (Fire Safety) Order 2005 applies, or will apply after the completion of the building work Yes/No

**7 Charges (see separate scale of charges for information)**

Total regularisation charge enclosed £ \_\_\_\_\_  
(zero rated VAT)

(Cheques payable to London Borough of Hounslow)

Estimated cost of relevant work £ \_\_\_\_\_  
(100% of the cost of all work involved)

**8 Statement**

This application is given in relation to the unauthorised work as described above, is submitted in accordance with Regulation 21(3) and is accompanied by the appropriate charge\*.

\*Not applicable to works of a limited range of alterations or extensions solely for the benefit of disabled people (Sec. 29 National Assistance Act 1948 as extended.)

Name \_\_\_\_\_ Signature \_\_\_\_\_ Date \_\_\_\_\_

\*Note : The work shown on the plans which are the subject of this application may also require planning permission. See note 7 overleaf.



## Notes

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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. Two copies 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 charge payable by the owner of the work.

The appropriate charge is dependent upon the type of work carried out. Charges scales and methods of calculation are set out in the Guidance Note on charges which is available on request. 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 charge paid, particularly if the local authority cannot determine what work is required to comply with the relevant requirements.*

4. Where a local authority receive 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 think appropriate to ascertain what 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 2000 - as amended, and, in respect of charges, in the current charges Regulations and Building Regulations Charges Scheme.
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 & 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,

**Pavilion Cf,  
The Civic Centre, Lampton Road,  
Hounslow TW3 4DN,**

**Telephone : 020 8583 4940 or 4998**

It is most important that any necessary planning permission is obtained before 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 the

**Building Control Section,  
Borough Planning Office Pavilion Cf  
The Civic Centre Lampton Road  
Hounslow TW3 4DN  
telephone 020 8583 5403/04.**

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.
10. It is important to note that an owner is under no obligation to make an application for a Regularisation Certificate; equally, the Council is under no obligation to accept it. An application for a certificate can relate only to completed work.