



Application Number:

**1 Applicant's details** (Mr. Mrs. Ms. (please delete)) email: \_\_\_\_\_  
Name: \_\_\_\_\_  
Address: \_\_\_\_\_  
\_\_\_\_\_ Postcode: \_\_\_\_\_ Tel: \_\_\_\_\_

**2 Agent's details** (if applicable) email: \_\_\_\_\_  
Name: \_\_\_\_\_  
Address: \_\_\_\_\_  
\_\_\_\_\_ Postcode: \_\_\_\_\_ Tel: \_\_\_\_\_

**3 Location of building to which work relates**  
Address \_\_\_\_\_  
\_\_\_\_\_ Postcode: \_\_\_\_\_ Tel: \_\_\_\_\_

**4 Unauthorised work** (see note 1)  
Description \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
Date work completed (if known): \_\_\_\_\_

**5 Use of building**  
1. Present use of building \_\_\_\_\_  
2. Previous use (if change of use) \_\_\_\_\_

**6 Charges** (See note 4 and separate Guidance Note on Charges for information)  
1 If Table A work please state number of dwellings \_\_\_\_\_  
2 If Table B work please state floor area: \_\_\_\_\_ m<sup>2</sup> or estimated cost of work excluding VAT: £ \_\_\_\_\_  
3 If Table C work please state floor area: \_\_\_\_\_ m<sup>2</sup> or estimated cost of work excluding VAT: £ \_\_\_\_\_  
Regularisation Charge: £ \_\_\_\_\_

**7 Statement**  
This application is made in relation to the unauthorised work as described, in accordance with Regulation 18.  
Name: \_\_\_\_\_ Signature: \_\_\_\_\_ Date: \_\_\_\_\_

## **NOTES**

### **1 Plans and Particulars**

- 1.0 This application form should be completed and submitted with the plans as follows:
- 1.2 Where the unauthorised work included the erection of a new building or extension:  
A block plan, preferably to a scale of not less than 1:500, showing the size and position of the building or extension, it's relationship to the boundaries of the premises and any other buildings within those boundaries, and the provisions made for drainage.
- 1.3 In every case, detailed plans identifying and showing the extent of the unauthorised work and showing any additional work required to be carried out to secure compliance with relevant building regulations.
- 1.4 The detailed plans referred to above need only show the unauthorised work so far as is reasonable in the circumstances.
- 1.5 An outline block plan, as referred to in 1.1 above, may be obtained from our Planning Division, for which a charge will be made.

### **2 Uncovering Work, etc.**

- 2.1 In assessing the unauthorised work for compliance with building regulations, the Council may require the applicant to uncover work, take samples and make such tests as may reasonably be required.

### **3 Town and Country Planning**

- 3.1 Applicants are reminded that certain building work and material changes of use require permission under the Town and Country Planning Acts.

### **4 Charges**

- 4.1 A charge is payable, please contact Building Control to discuss.

### **5 Further Guidance**

- 5.1 These notes are for general guidance only. Detailed information regarding the submission of Regularisation applications is contained in Regulation 18 of the Building Regulations 2010 and in respect of charges, in the Building (Local Authority Charges) Regulations 2010.
- 5.2 Further information and advice concerning the Building Regulations and Planning matters may be obtained from your Local Authority.

## **Data Protection**

AVDC is a Data Controller under the Data Protection Act 1998. We hold information for the purposes specified in our notification to the Information Commissioner and may use this information for any of them. We may receive information about you from other organisations, or we may give information to them. If we do it will only be as the law permits, to check the accuracy of information, to prevent fraud or detect crime, or to protect public funds.

If you have already obtained Planning permission please insert your Town Planning

ref: No.

Further information concerning the submission of this application may be obtained from Building Control  
Email: [bcontrol@aylesburyvalecdc.gov.uk](mailto:bcontrol@aylesburyvalecdc.gov.uk) Telephone: Aylesbury 01296 585460  
Write to us at: Building Control, The Gateway, Gatehouse Road, Aylesbury, HP19 8FF