



Harrow Building Control  
**REGULARISATION APPLICATION**



The Building Act 1984  
The Building Regulations 2010

<b>1</b>	<b>Applicants Details</b> (see note 1)		
	Name:		
	Address:		
	Postcode:	E Mail:	Tel:
<b>2</b>	<b>Agents Details</b> (if applicable) (see note 2)		
	Name:		
	Address:		
	Postcode:	E Mail:	Tel:
<b>3</b>	<b>Location of building to which this application relates</b>		
	Address:		
<b>4</b>	<b>Work carried out</b>		
	Description:		
	Date that works carried out (see note 4):		
	Work carried out by (see note 5):		
<b>5</b>	<b>Use of building</b>		
	State the present use of the building, including number of storeys:		
	Is the building a building in relation to which the Regulatory Reform (Fire Safety) Order 2005 applies? (see note 6):		
<b>6</b>	<b>Additional Information</b>		
	1. Where a new building or an extension to a building has been erected are there any trees within 30 metres of the building? (If Yes, show species, size and location on plan)	YES	NO
	2. Does the work include any controlled domestic electrical work? (If yes, complete 3 below)	YES	NO
	3. If yes, did a competent person, who is registered with a Part P self-certification scheme, carry out the electrical installation? If no or this is not know, an additional charge, as noted under Table B, will be added to the regularisation charge.	NOT KNOW	YES NO
	4. New Dwellings For New Build Houses & Flats No. of units for sale (private) _____ No. of units for rental (Housing Association) _____ * I confirm that one or more of the following 'Optional Requirements' in the Building Regulations 2010 apply to this work:-		
	* i) Regulation 36 (2)(b) – Optional Water Efficiency requirements of 110 litres per person per day;	Yes	No
	* ii) Schedule 1 Part M Optional Requirement M4(2) (category 2 – accessible and adaptable dwellings);	Yes	No
	*iii) Schedule 1 Part M Optional Requirement M4(3) (category 3 – wheelchair user dwellings) Or	Yes	No

I confirm that planning permission has not yet been granted for the work and that the information required as set out above will be supplied as a supplement to this application before the end of the period of 28 days beginning on the day after planning permission is granted for the building work	Yes	No
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<b>7</b>	<b>Charges</b> (see note 7 and separate Fee Guidance Notes for information)			<b>REG Charge (no VAT)</b>
	1. If <b>Table A</b> work please state the number of dwellings:	No.		
	2. If <b>Table B or D</b> work please state floor area for each part of the work. (eg. 1-extension, 2-loft conversion, 3- garage conversion):	1	m <sup>2</sup>	£
		2	m <sup>2</sup>	£
		3	m <sup>2</sup>	£
	3. If <b>Table C or E</b> work please state (1) the estimated cost of work and/or (2) basis of charge.	1	£	£
2			£	
<b>Total Regularisation Charge :</b>				

<b>8</b>	<b>Declaration</b>		
	This application is made in relation to the building work as described above and is in accordance with Regulation 18 of the Building Regulations 2010.		
<b>B C 77</b>	<b>Name:</b>	<b>Signature:</b>	<b>Date:</b>

Please refer to attached notes before completing and submitting this application form.

Please make cheques payable to “**London Borough of Harrow**”. Please refer to the fee guidance notes for additional methods of payment.

Please send your completed application form, appropriate plans and documents and the required Regularisation charge fee to:-

**Building Control Department  
Harrow Council  
PO Box 37  
HA3 3QZ**

We are also able to accept a scanned copy of the completed application form along with electronic copies of your plans and details should you wish to submit the application via email. Please email all plans/document as pdf files to **bcontrol@harrow.gov.uk** Payment can then be made as noted above.

We also accept on-line applications submitted via Submit-A-Plan should you wish to use this method. Please visit **www.submitaplan.com** for details. Payment can then be made as noted above.



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## Notes

1. The applicant is the owner of the property where the work is to be carried out, e.g. the building's owner.
2. If an agent is named all correspondence will be sent to their address.
3. One copy of the application form should be completed and submitted with plans and particulars as appropriate in accordance with the requirements of Building Regulation 18.
4. An application can only be made for work that was carried out on or after 11<sup>th</sup> November 1985.
5. Indicate whether the work was carried out by the applicant, builders employed by the applicant or before the applicant became the owner of the property.
6. The Regulatory Reform (Fire Safety) Order 2005 applies to all premises except those stated in article 6(1) of the Order.  
i.e. it does not apply to domestic premises occupied as a private dwelling. The Order does however apply to domestic flats where there are communal areas.
7. Subject to certain exceptions a Regularisation Application submission attracts charges payable by whom or on whose behalf the work is to be carried out. Charges are payable at the time of submission of the application. This is the **Regularisation Charge**. Standard charges are set out in the **Building Regulation Charges Tables**. (See separate fee guidance notes and tables)  
**Table A** prescribes the **Standard** Plan and Inspection charges and Building Notice charge payable for small domestic buildings and flat conversions. The Regularisation Charge is the Building Notice Charge, excluding VAT, **plus 30%**. No Vat is payable.  
**Tables B & C** prescribes the **Standard** charges for small domestic extensions and certain alterations to a single dwelling and for the erection of certain small garages or car ports. The Regularisation Charge is the Building Notice Charge, excluding VAT, **plus 30%**. No Vat is payable.  
**Table D & E** prescribes the **Standard** charges payable for non-domestic extensions and certain alterations. The Regularisation Charge is given in each of these tables.  
For all other work not shown as a **Standard** charge in the charges tables the fee(s) will be **Individually Assessed** by Harrow Building Control. A fee quotation request form can be obtained from Harrow Building Control or downloaded from the web site – **[www.harrow.gov.uk/buildingcontrol](http://www.harrow.gov.uk/buildingcontrol)**
8. These notes are for general guidance only. Particulars regarding the submission of a Regularisation A are contained in Regulation 18 of the Building Regulations 2010 and, in respect of charges, in the Building (Local Authority Charges) Regulations 2010 and the current London Borough of Harrow Building Regulation Charges Scheme.
9. Persons that have carried out building work or have made a material change to of a building are reminded that permission may be required under the Town and Country Planning Acts. Agreement, as appropriate, may also have been required under the provision of the Party Wall etc. Act 1996.
10. Withdrawal of an application and refunds will be subject to an administration charge of a minimum 1 hour charged at the hourly rate as published in the current Scheme of Charges applicable at that time.

Further information and advice regarding the Building Regulations may be obtained from the Building Control Section on 020 8736 6058 or from our web site: **[www.harrow.gov.uk/buildingcontrol](http://www.harrow.gov.uk/buildingcontrol)**