



# Brent

## Building Regulations Regularisation Application

Building Act 1984  
Building Regulations 2010 (as amended)  
The Building (LA Charges) Regulations 2010

**Building Control**  
7<sup>th</sup> Floor, Brent Civic Centre  
Engineers Way,  
Wembley. HA9 0FJ

Email [Customer.Services@brent.gov.uk](mailto:Customer.Services@brent.gov.uk)  
Tel (020) 8937 5210

[www.brent.gov.uk/bccs](http://www.brent.gov.uk/bccs)

- Where intending to carry out Building work to which The Regulatory Reform (Fire Safety) Order 2005 applies, or will apply after completion of the work (i.e. Offices, factories, shops, railway premises, hotels & boarding houses; a 'workplace', HMO or residential building including common parts) consultation with the Fire Brigade will be required
- Where intending to carry out building work in relation to which H4 (Building over or near to a Public Sewer) applies consultation with Thames Water Authority will be required .

**THIS FORM TO BE COMPLETED AND RETURNED WITH SITE PLAN (1:1250) AND FULL PLANS and DETAILS, TOGETHER WITH BUILDING REGULARISATION CHARGE [REFER TO THE BUILDING (Local Authority Charges) REGULATIONS AND BC CHARGE GUIDANCE NOTES]. YOU ARE ADVISED THAT APPROVAL UNDER THE TOWN & COUNTRY PLANNING ACT 1990 MAY ALSO BE REQUIRED.**

<b>1</b>	<b>APPLICANT (OWNER) This is generally the person responsible for payment of inspection charges</b>	
	Name:	
	Address:	
	Telephone:	YOUR Reference:
	Mobile:	E-Mail:

<b>2</b>	<b>AGENT (TO RECEIVE CORRESPONDENCE)</b>	
	Name:	
	Address:	
	Telephone:	YOUR Reference:
	Mobile:	E-Mail:

<b>3</b>	<b>BUILDER / Contractor (if known)</b>	
	Name:	
	Address:	
	Telephone:	YOUR Reference:
	Mobile:	E-Mail:

<b>4</b>	Address or location of proposed works:
	Postcode

<b>5</b>	Full description of Proposed works including details of electrical work and any change of use:
	Are there any trees within 35m of the building or building extension? Yes [ ] No [ ] Provide Details

<b>6</b>	Date unauthorised work carried out: ___ / ___ / ____	Please indicate when the unauthorised works were undertaken

<b>7</b>	Purpose for which Building or extension is / will be used	<b>8</b>	Has the building been put, or is intended to be put, to a use designated for the purposes of the Regulatory Reform (Fire Safety) Order 2005 YES [ ] No [ ]
			NOTE: You should consult LFEPA with regard to this work.

<b>9</b>	Does the work involve electrical installation covered by Part P? YES [ ] No [ ]
	Is Electrical work to be undertaken and certified by a "Competent Person" under a self-certification scheme? YES [ ] No [ ]
	Scheme Name: _____ Contractors Ref No: _____ Does the work involve the installation/replacement of a boiler or UVHW system? YES [ ] No [ ] (Note: Ensure works notified through CPS schemes)



<b>10 FOR NEW BUILD DWELLINGS AND NEWLY CREATED DWELLINGS ONLY</b>	
Do you have Planning Permission? YES [ ] NO [ ]	REFERENCE No: /
How many new build houses and flats are for SALE (Private) [ ] or for RENTAL (Housing Association) [ ]	
Have Planning specified any optional requirements? YES [ ] NO [ ]	WAITING PERMISSION [ ]
<b>Please specify the number of units required under the following categories:</b>	
Part M4 (2) Accessible and Adaptable Dwellings.	YES [ ] NO [ ] NUMBER OF UNITS [ ]
Part M4 (3) Wheelchair User Dwellings	YES [ ] NO [ ] NUMBER OF UNITS [ ]
Regulation 36 (2)(b) – Optional Water Efficiency Requirements of 110 litres per person per day	YES [ ] NO [ ] Please NOTE: The above information is necessary to progress your application. If you do not yet have Planning Permission this information must be provided within 28 days of that consent.

<b>11 BUILDING CONTROL CHARGES – REFER TO CHARGES GUIDANCE</b>					
Please note that more than one type of fee may be payable (refer a - q below)					
<b>Indicate whether the proposal involves:</b>					<b>BR Charge</b>
a) <b>Newbuild: Dwellings (&lt; 250 m<sup>2</sup>).</b> Where above 15 units - individually assessed	YES/NO	⇒ No. of dwellings =		Charge(Table A)=	£
b) <b>Garages/Carports (&lt; 40 m<sup>2</sup> or 40-60m<sup>2</sup>)</b> NOTE: If > 60m <sup>2</sup> - use estimated costs and Table D	YES/NO	⇒ Size =	m <sup>2</sup> .	Charge(Table B)=	£
c) <b>DOMESTIC / Residential Extension (or outbuilding) under 10m<sup>2</sup>, &lt;40m<sup>2</sup>, &lt;60m<sup>2</sup> or &lt;100m<sup>2</sup></b> Where >100m <sup>2</sup> individually assessed or use Table D – minimum charges apply	YES/NO	⇒ Size =	m <sup>2</sup> .	Charge(Table B)=	£
d) Do Newbuild Dwellings or extension include Basements? Additional Charge will be required for each	YES/NO	⇒ No. of basement(s) =		Charge(Table B)=	£
e) <b>DOMESTIC /Residential Loft Conversions &lt; 60m<sup>2</sup> or &lt;100m<sup>2</sup>.</b> Where >100m <sup>2</sup> individually assessed or Table D – minimum charges apply	YES/NO	⇒ Size	m <sup>2</sup> .	Charge(Table B)=	£
f) <b>Conversion of garage to habitable room</b>	YES/NO	Fixed Charge		Charge(Table B)=	£
g) <b>DOMESTIC Alteration work undertaken AT SAME TIME as extension or loft conversion.</b>	Alterations costing <£10k			Charge(Table B)=	£
	Alterations costing < £20k			Charge(Table B)=	£
	Conversion of garage to habitable room			Charge(Table B)=	£
h) MULTIPLE WORKS on Single Family Dwelling (as above) – CAPPED rate for items b-g above.	Works do not include electrical or boiler installation – separate charge			Charge(Table B)=	£
i) Conversion of Single dwelling to flats (If >8 individually assessed – minimum charges apply.	YES/NO	No of flats=		Charge Table B) =	£
j) <b>COMMERCIAL Extension - Offices, Shop, Industrial, etc (or outbuilding) &lt;10m<sup>2</sup>, &lt;40m<sup>2</sup>, &lt;60m<sup>2</sup> or &lt;100m<sup>2</sup>.</b> Where >100m <sup>2</sup> individual assessment or Table D – minimum charges apply	YES/NO	⇒ Size =	m <sup>2</sup> .	Charge(Table B)=	£
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l) <b>Underpinning &lt;10m + for each additional 10m</b>	YES/NO	Length	m.	Charge(Table C)=	£
m) <b>Recovering of Roof</b> (including insulation / ventilation)	YES/NO	Terraced / semi-detached or detached (<150m <sup>2</sup> )		Charge(Table C)=	£
n) <b>Replacement Windows / roof lights and / or doors</b> (NOT CPS)	YES/NO	No of windows / doors		Charge(Table C)=	£
o) <b>DOMESTIC Electrical work (NOT CPS)</b>	YES/NO	<10 circuits / >10 circuits		Charge(Table C)=	£
p) <b>Boiler Installation (not CPS) / UVHW system</b>	YES/NO	Fixed Charge		Charge(Table C)=	£
q) <b>ALL OTHER WORK</b> (e.g. Commercial, Domestic Extensions over 100 m <sup>2</sup> , Structural Alterations, Plumbing & Drainage Alterations, etc). Where >£200k – charge is individually assessed.	⇒	TOTAL COST OF WORK =		Charge(Table 3)=	£
<b>TOTAL REGULARISATION CHARGE (NO VAT) ENCLOSED =</b>				£	. p
<b>REGULARISATION FEES ARE PAYABLE WITH DEPOSIT OF APPLICATION. CHEQUES TO "LB Brent" or "Brent Building Control". To pay by Credit Card Please call (020) 8937 5493. To pay by Credit Card go online</b>					

<b>11</b>	<p>Did you apply for Planning Permission in respect of this work? Yes [ ] No [ ]</p> <p>Ref No: _____ / _____</p>
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<b>12</b>	<p>This application is submitted in accordance with Regulation 18(2). I enclose the appropriate Regularisation Charge. I understand NO FORMAL APPROVAL of deposited plans/details will be given. <b>Following satisfactory inspection of the work a Regularisation Certificate is available provided that BCCS are satisfied that ALL works comply with the Building Regulations. (owner / occupier / builder / developer)</b> <small>please delete as appropriate</small></p> <p>Name: _____</p> <p>Signature: _____</p> <p>Date: _____ / _____ / _____</p>
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**Please give equalities data below**

<b>13</b>	<p><b>Equalities</b></p> <p>Brent Council is committed to ensuring that the services it provides meet the needs and requirements of all sections of the community. It is not compulsory to provide the information but you will be helping us to meet this commitment and tailor our services to the needs of Brent's community, if you do so.</p> <p>Any information given will be processed, in accordance with the Data Protection Act 1998 and therefore information which can identify individuals will not be published or passed to any third party.</p> <hr/> <p><b>a) Are you the :</b></p> <table style="width: 100%;"> <tr> <td>a. <b>Business owner</b></td> <td style="text-align: right;"><input type="checkbox"/></td> </tr> <tr> <td>b. <b>Main householder (Owner / Applicant )</b></td> <td style="text-align: right;"><input type="checkbox"/></td> </tr> <tr> <td>c. <i>or</i> <b>Agent (Architects / Surveyor - Acting on behalf of owners)</b></td> <td style="text-align: right;"><input type="checkbox"/></td> </tr> <tr> <td>d. <i>or</i> <b>Builder (undertaking works)</b></td> <td style="text-align: right;"><input type="checkbox"/></td> </tr> </table> <p><b>b) What is your ethnic group?</b></p> <table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr style="background-color: #e0e0e0;"> <th style="width: 20%;">White</th> <th style="width: 20%;">Mixed</th> <th style="width: 20%;">Asian or Asian British</th> <th style="width: 20%;">Black or Black British</th> <th style="width: 20%;">Chinese or other ethnic group</th> </tr> </thead> <tbody> <tr> <td style="vertical-align: top;"> <input type="checkbox"/> British  <input type="checkbox"/> Irish  <input type="checkbox"/> Any other White background         </td> <td style="vertical-align: top;"> <input type="checkbox"/> White and Black Caribbean  <input type="checkbox"/> White and Black African  <input type="checkbox"/> White and Asian  <input type="checkbox"/> Any other Mixed background         </td> <td style="vertical-align: top;"> <input type="checkbox"/> Indian  <input type="checkbox"/> Pakistani  <input type="checkbox"/> Bangladeshi  <input type="checkbox"/> Any other Asian background         </td> <td style="vertical-align: top;"> <input type="checkbox"/> Caribbean  <input type="checkbox"/> African  <input type="checkbox"/> Any other Black background         </td> <td style="vertical-align: top;"> <input type="checkbox"/> Chinese  <input type="checkbox"/> Any other <i>(please state)</i> </td> </tr> </tbody> </table> <p><b>c) If you would prefer us to send you written guidance in a language other than English, please indicate which language?</b></p> <p> <input type="checkbox"/> Gujarati              <input type="checkbox"/> Hindi              <input type="checkbox"/> Punjabi              <input type="checkbox"/> Somali              <input type="checkbox"/> Urdu  <input type="checkbox"/> Other <i>(please state)</i>.....     </p> <p><b>d) Do you have a disability that you think we should take account of in our dealings with you?</b></p> <p> <input type="checkbox"/> No              <input type="checkbox"/> Yes              Please indicate disability: .....     </p> <p><b>e) Your gender</b></p> <p> <input type="checkbox"/> Female              <input type="checkbox"/> Male     </p> <p><b>f) Your age group</b></p> <p> <input type="checkbox"/> 15-24            <input type="checkbox"/> 25-44            <input type="checkbox"/> 45-54            <input type="checkbox"/> 55-64            <input type="checkbox"/> 65-74            <input type="checkbox"/> 75+     </p>	a. <b>Business owner</b>	<input type="checkbox"/>	b. <b>Main householder (Owner / Applicant )</b>	<input type="checkbox"/>	c. <i>or</i> <b>Agent (Architects / Surveyor - Acting on behalf of owners)</b>	<input type="checkbox"/>	d. <i>or</i> <b>Builder (undertaking works)</b>	<input type="checkbox"/>	White	Mixed	Asian or Asian British	Black or Black British	Chinese or other ethnic group	<input type="checkbox"/> British <input type="checkbox"/> Irish <input type="checkbox"/> Any other White background	<input type="checkbox"/> White and Black Caribbean <input type="checkbox"/> White and Black African <input type="checkbox"/> White and Asian <input type="checkbox"/> Any other Mixed background	<input type="checkbox"/> Indian <input type="checkbox"/> Pakistani <input type="checkbox"/> Bangladeshi <input type="checkbox"/> Any other Asian background	<input type="checkbox"/> Caribbean <input type="checkbox"/> African <input type="checkbox"/> Any other Black background	<input type="checkbox"/> Chinese <input type="checkbox"/> Any other <i>(please state)</i>
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## The Building Regulations 2010 (as amended). Regulation 18 – Unauthorised Building Work. GUIDANCE NOTES.

### GENERAL:

These Notes are for general guidance only. FULL particulars regarding Regularisation Applications are contained within Regulation 18 of the Building Regulations 2010 – as amended. In respect of Building Regulation Charges FULL particulars are contained in The Building (Local Authority Charges) Regulations 1998 and Brent Building Control Guide to Building Regulation Charges and LBB Brent Charges Scheme.

**PLEASE NOTE THAT APPROVAL UNDER THE TOWN AND COUNTRY PLANNING ACTS MAY ALSO BE REQUIRED. YOU ARE THEREFORE ADVISED TO CONTACT THE PLANNING SERVICE (TEL: (020) 8937 5210) FOR ADVICE REGARDING THE POSSIBLE NEED FOR PLANNING PERMISSION.**

### VALIDITY:

An application to the Local Authority for a Regularisation Certificate, in accordance with Regulation 18, may only be made with respect to unauthorised works commenced on or after 11<sup>th</sup> November 1985.

**Building Regulations 12 and 14 shall not apply in relation to the unauthorised work and neither the supply of plans, or any other action, in accordance with Regulation 18 is to be treated for the purposes of Section 16 of the Building Act, 1984 as the deposit of plans in accordance with the Building Regulations.**

**THE REGULARISATION APPLICATION IS WITHOUT PREJUDICE TO THE ENFORCEMENT POWERS OF A LOCAL AUTHORITY UNDER SECTION 36 OF THE BUILDING ACT, 1984 OR ANY OTHER STATUTORY REQUIREMENT OR ENACTMENT AFFECTING THE BUILDING.**

### WORK REQUIRED:

Where a Local Authority receives an application, they may require the applicant to submit plans and details, expose the unauthorised work, undertake testing or sampling, as appropriate, to ascertain what work is necessary to ensure compliance with the Regulations.

**If an applicant is unwilling to comply with any reasonable request it is possible that the Local Authority will be unable to determine whether the work complies and may not be able to issue a Regularisation Certificate. You are advised that this may cause difficulty when selling or re-mortgaging the premises and may also invalidate building insurance.**

Where such a situation occurs you should be aware that the Charge paid is **non-refundable** as the Local Authority has incurred costs in considering the application.

### APPLICATION:

**This application form should be completed and submitted together with plans/structural calculations showing works undertaken. Also show any additional work required to secure compliance of the unauthorised work with the requirements of the Building Regulations (applicable at the time the initial works were undertaken). The appropriate Regularisation Charge must also be deposited with the application.**

**PLEASE NOTE THAT APPROVAL UNDER THE TOWN AND COUNTRY PLANNING ACTS MAY ALSO BE REQUIRED.**

### CHARGES:

The Regularisation Charge is payable when the application is deposited with the Local Authority. The appropriate Charge is dependent upon the type of work carried out in accordance with The Building (Local Authority Charges) Regulations 2010 and the current LBB Charges Scheme. Regularisation Fees are currently 130% the appropriate Building Notice Charge. **Please Note: VAT is NOT payable with respect to Regularisation Charges.**

**Regularisation charges are non-refundable.**

A duty surveyor is generally available between 10.00am to 5.00pm - Monday to Friday.