

Please Return to:

Building Control, Telford & Wrekin Council, PO Box 457, Wellington Civic Offices, Telford, Shropshire, TF2 2FH (Sat Nav: TF1 1LX)

Tel: 01952 384555

Email: buildingcontrol@telford.gov.uk

*** Required Details (application will not be processed without these)**

Applicants Details

Full Name*:

Address: *

.....

Post code:..... Tel: *

Email:..... (If provided this will be our method of communication)

Agent/Architect Details *(if applicable)*

Name:

Address:.....

.....

Post code:..... Tel:

Email:..... (If provided this will be our method of communication)

Builder/Contractor Details *(if known)*

Full Name:

Address:

.....

Post code:..... Tel:

Email:..... (If provided this will be our method of communication)

Location of Building(s) to which work relates *

Address: *
.....
..... Post Code

Work(s) carried out (please provide as much information as possible, may be continued on separate sheet if necessary with sketches) *

.....
.....
.....
.....
.....

Use of Building *

If existing building Previous Use Present use.....

Date work was carried out

Is this building intended to be put to a relevant use in accordance with the Regulatory Reform (Fire Safety) Order 2005?

YES / NO

Means of Water supply Mains/Borehole/Private

Means of Drainage Mains/Septic Tank/Other.....

Charges (Please make cheques payable to Telford & Wrekin Council) *

1 If Schedule 1 work please state the total number of dwellings:

No of dwelling types:

2 If Schedule 2 work please state which fee table/category you have selected

a) table.....b) Category.....

3 If Schedule 3 work please state which fee table/category you have selected

a) table.....b) Category.....

Total estimated cost excluding VAT:

Domestic Electrical Work

Has an electrician registered with a Part P Competent Persons Self-Certifying Scheme, qualified to complete BS7671 installation certificates carried out the electrical works and notified the Council through their scheme?

YES / NO

If **Yes** electricians details

Name.....

Registration body and roll number.....

Address.....

If **NO**, an additional charge of **£180.00 +VAT** is payable

Additional charge included **YES / NO**

Paid by phone, credit/debit card **YES / NO (Telephone 01952 384555 to pay)**

Cheque/Credit/Debit card/ paid at reception **YES / NO**

Receipt Number:

Cheque enclosed (*made payable to Telford & Wrekin Council*) **YES / NO**

Please Note there are no facilities to pay by cash

For Regularisation applications, where the building works have been undertaken without a Building Regulation application being submitted to Telford & Wrekin Council - the fee is the Building Notice charge from the fee tables plus 50%. All regularisation charges are exempt from VAT.

Statement *

This notice is given in relation to the building work as described, is submitted in accordance with Regulation 21 and is accompanied by the appropriate charge. I understand that the Local Authority is under no obligation to either accept the notice or, if accepted to issue a certificate. An application for a Regularisation Certificate can only be made where work commenced after 11 November 1985.

Name:..... Signature:.....

Date:.....

Regularisation Guidance Notes

These notes are for general guidance only. Further details are available from Building Control, Telford & Wrekin Council and the Building (Local Authority Charges) Regulations.

- In accordance with Building Regulation 18, the Council may require you to take such responsible steps, including laying open the unauthorised work for inspection, carrying out tests and taking samples as they think appropriate to ascertain what work, if any, is required to secure compliance with the relevant regulations.
- Persons who have carried out the work are reminded Planning Permission may also have been required and you should contact the Planning Department on 01952 380380 or email: planning.control@telford.gov.uk
- Regularisations are **not** subject to VAT
- The Council is not obliged to accept this application or issue a Regularisation certificate if they accept it.
- Cheques should be made payable to **Telford & Wrekin Council**. Payment can be made by debit card on 01952 384555.
- Should you have any difficulty establishing the correct Building Regulation charge, please contact Building Control Business Support, Telford & Wrekin Council on 01952 384555

The **Regulatory Reform (Fire Safety) Order 2005** reforms the law relating to fire safety in non domestic premises. Specifically it replaces fire certification with a general duty to take

such fire precautions as may be reasonably required to ensure that premises are safe for the occupants and those in the immediate vicinity and a general duty to carry out a risk assessment.

Premises where The Fire Safety Order applies include

- All non-domestic buildings
- Common areas in apartment buildings
- Shared parts of houses in multiple occupation

Charges

Please note, if we are not contacted in respect of your application for 5 years, an additional charge of £140.00 +VAT will be applicable to re-open your application. Also, if you require a replacement Completion certificate, a charge is applicable to cover the administration of this service. For more information please visit www.telford.gov.uk.

If you have any difficulty in either reading or completing this application form, please contact Building Control on 01952 384555 for assistance.