

Guidance Notes – Building Notice and Regularisation Applications

1 TYPE OF APPLICATION

Building Notice Application - Generally suitable for minor works where a competent contractor is used. You may use a Building Notice if:-

- The work does not involve the construction, extension, or underpinning of a building, which will be over or within 3m of a Public Sewer or Disposal Main.
- The Regulatory Reform (Fire Safety) Order 2005 does not apply to the building where work is proposed.
- The work which includes the erection of a building does not front onto a private street.

Ideally provide plans or basic sketches to promote understanding of the proposed work. Further details may at our discretion be required at any time during the application and construction process.

Regularisation Certificate Application – for work commenced after 1985. Where work has already been carried out but no formal application under the Building Regulations has been made, a regularisation certificate application can be submitted if formal recognition of compliance with The Building Regulations is desired.

The owner of the building is under no obligation to submit a Regularisation Certificate Application to the local authority; equally the local authority is under no obligation to accept a Regularisation Certificate Application, nor having accepted the application issue a Regularisation Certificate unless the work is shown or made to comply with reasonable requirements of the Regulations.

For a Regularisation Certificate Application fully detailed plans and documents must be submitted showing how the work complies with the regulations or how it will be altered to ensure compliance. As much detail as possible must be shown. It is almost certain that we will require you to open up the work for inspection where necessary and the applicant must be willing to comply with all such reasonable requests.

The making of this Regularisation Certificate Application does not prejudice the enforcement powers contained in the Building Act available to the local authority.

2 APPLICANTS DETAILS - The applicant is the person on whose behalf the work is being carried out e.g. the owner of the building. All details to be completed in even if there is an agent.

3 AGENTS DETAILS - The agent is the person who is carrying out the design work or managing the project on behalf of the applicant. The Details of the agent should be completed in this section if an agent is being used. If there is not an agent please mark 'N/A'.

4 LOCATION OF BUILDING TO WHICH WORK RELATES - Please state the full address of the building or site to which the work relates including name/number, road, parish and postcode where available.

5 PROPOSED WORK - Briefly describe the proposed works to be undertaken. Please provide the reference number for any planning permission obtained in connection with the works.

6 USE OF BUILDING -

- State proposed use of building (e.g. dwelling, office, factory etc).
- State existing use of building (e.g. dwelling, office, factory etc).
- State whether the Regulatory Reform (Fire Safety) Order 2005 applies to the building where the work is intended, this includes shops, offices, hotels, hostels for hotel staff, boarding houses, factories and other uses. If further guidance is required, please contact us. Please note that a Building Notice application is not suitable where this act applies.

7 CHARGES - You must obtain a quote from us before making an application. Insert the details from the quote in the charges section. Please ensure that you attach a copy of our written quote. If you need to obtain a quote for the work please [Apply online](#) and select "Building Regulation Fee Quotation" or contact us using the details below.

An application must be accompanied by the appropriate payment for it to be valid. For further details see the joint Babergh & Mid Suffolk charges guidance notes. Fees can be paid when you submit an online application, via the Councils website or by cheque. Cheques should be made payable to 'Babergh District Council' or 'Mid Suffolk District Council' depending on the district dealing with your application.

If you pay via [Pay online](#), select the appropriate District Council and Payment Type and enter the reference number if known or full location address.

Registered Disabled: Indicate whether the work is to be carried out solely for someone with disabilities. Proof of eligibility for exemption must be provided with the application.

The Council may make additional charges to cover costs for instances where an existing application has been dormant for 2 years since the last inspection and has been subsequently re-commenced.

8 STATEMENT - Print your name, sign and date to confirm that all details are correct and to confirm acceptance of the statement.

9 Welcome • Witamy • مرحبا • Sveiki

If you would like this document in another language or format, or if you require the services of an interpreter, please contact us.

Jeżeli chciałby Państwo otrzymać ten dokument w innym języku lub w innym Formacie albo jeżeli potrzebna jest pomoc tłumacza, to prosimy o kontakt z nami.

إذا أردت هذه الوثيقة بلغة أخرى أو بطريقة أخرى، أو إذا كنت بحاجة إلى خدمات مترجم، فنرجو أن تقوم بالاتصال بنا.

Jei pageidaujate gauti šį dokumentą kita kalba ar kitu formatu, arba jei jums Reikia vertėjo paslaugų, kreipkitės į mus.

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