



REGULARISATION NOTICE
(see note 1)



To: **London Borough of Hackney**
Building Control
Hackney Service Centre
1 Hillman Street
London E8 1DY

Tel: 020 8356 8124/5 (4 lines)
Fax: 020 8356 8122

ALSO SEE NOTES OVERLEAF

1 Applicant's details (see note 2)

Title: _____ Surname: _____ First Names (in full): _____

Address: _____

_____ Postcode: _____

Company Name: _____ Company Registration No: _____

Company Registered Address: _____

_____ Postcode: _____

Tel: _____ Fax: _____ Email: _____

2 Agent's details (if applicable)

Address: _____

_____ Postcode: _____

Tel: _____ Fax: _____ Email: _____

Company Name: _____ Company Registration No: _____

Company Registered Address: _____

_____ Postcode: _____

Tel: _____ Fax: _____ Email: _____

3 Builder's details

Address: _____

_____ Postcode: _____

Tel: _____ Fax: _____ Email: _____

Company Name: _____ Company Registration No: _____

Company Registered Address: _____

_____ Postcode: _____

Tel: _____ Fax: _____ Email: _____

4 Location of building to which work relates

Address: _____

_____ Postcode: _____

Tel: _____ Fax: _____ Email: _____

5 Proposed Work

Description of unauthorised work (see note 3)

6 Use of Building

1. If new building or extension please state proposed use: _____

2. If existing building state present use: _____

7 Commencement Dates

(a) Date of commencement of unauthorised work _____

(b) Date of commencement of work to be authorised _____

8 Charges (see note 4 and separate Guidance Note of charges for information)

If new "build house and flats" please state number of dwellings _____ No _____

If "small buildings and domestic extensions" please state floor area _____ m² _____

If "other work" please state estimated cost of work excluding VAT (see note 5) _____ £ _____

Regularisation Charge £ _____

They must be included with the Regularisation Notice.

Charges must be included with the Building Notice. (Cheques made payable to "The London Borough of Hackney")

9 The Plans (see note 6)

As the OWNER who intends to regularise unauthorised building work I give notice that this is in accordance with Regulation 21(3) of The Building Regulations 2000.

Signature of Applicant _____ Status: (Owner/Agent etc) _____

Date _____

PLEASE CHECK THAT ALL SECTIONS HAVE BEEN FILLED IN IF NOT THE FORM WILL BE RETURNED TO THE APPLICANT WHICH MAY RESULT IN A DELAY PROCESSING YOUR APPLICATION

Office use only	Agreed By:	Agreed Charge £	Amount Received £	Method Cash/Cheque	Date
	Comments				

EXPLANATORY NOTES

- NOTE 1 The purpose of the Regularisation Notice is to apply for a Regularisation Certificate in respect of unauthorised work.
- NOTE 2 For the purpose of regularisation of unauthorised building work the applicant is the person on whose behalf the work is being carried out e.g. the building owner.
- NOTE 3 Unauthorised work means building work commenced on or after the 11th November 1985, carried out by a person, for which at the time that person did not deposit plans or give building notice to the local authority.
- NOTE 4 A Regularisation charge is payable when the notice is given to the local authority under the London Borough of Hackney Building Regulations charges scheme 1999(as amended) and the Building (Local Authority Charges) Regulations 1998. The amount of charge you pay is 120 percent of the building notice charge to cover the cost of assessing the application and all inspections. This charge is not subject to VAT.
- NOTE 5 The estimated cost of building work is to be construed from the definition of 'estimate' below, and where reference is made to building works, covers that work which requires approval for building regulations by the London Borough of Hackney. Estimates should therefore be aggregated or disaggregated as appropriate to establish the correct amounts to be charged.
- NB 'Estimate' in relation to the cost of carrying out building work, means an estimate, accepted by the local authority, of such reasonable amount as would be charged for the carrying out of that building work by a person in business to carry out such building work (excluding the amount of any value added tax chargeable), and references to "estimated cost" shall be construed accordingly.
- NOTE 6 A plan showing the unauthorised work and any additional work required to be carried out would help the local authority to process the application in a more responsive manner. The supply of such plans is not to be treated as a 'deposit of plans' in accordance with Building Regulations.
- NOTE 7 The local authority may require the applicant to take such reasonable steps, including laying open the unauthorised work for inspection, making tests and taking samples, to ascertain what work, if any, is required to secure compliance. In failing to comply with any reasonable request, the applicant runs the risk that the local authority will be unable to judge whether the work satisfies the applicable Regulations.
- NOTE 8 The local authority may find that they cannot (without unreasonable cost or disruption to the owner) determine what work would enable compliance with the Building Regulations. In such circumstances the regularisation charge is not refundable as costs will have been incurred in considering the application.
- NOTE 9 A Regularisation Certificate may be given by the local authority where they have been able to satisfy themselves that the work is in compliance with any applicable requirement made under the Building Regulations.
- NOTE 10 A regularisation certificate shall be evidence (but not conclusive evidence) that the relevant requirements specified in the certificate have been complied with.

