Sussex Building Control

Horsham District Council

Regularisation of Unauthorised Works Application

The Building Act 1984. The Building Regulations 2010

1 **Contact information for various interested parties:** (Please state if the details are not known or not applicable)

Client (Person/Company requesting the building work):

Title Forename Surname

Name:

Organisation

Name/No.

Street:

Locality:

City Postcode

(Enter N/A if unknown)

Tel:

Email:

Agent/Architect (If Applicable):

Title Forename Surname

Name:

Organisation

Name/No.

Street:

Locality:

City Postcode

(Enter N/A if unknown)

Tel:

Email:

2 **Site this application relates to**

Organisation

Name/No

Street

Locality

Town/City Post Code

(Enter N/A if unknown)

Brief description of the work that has been carried out:

Type of Work (Domestic / Non Domestic / Mixed) Please Indicate

Date the work was carried out (approximate if not known)

Use of Building

Previous use of building

Present use of building

3 **Regularisation Charge**

Our preferred method of payment is now via our electronic payment portal. Once your application has been **validated** by us, we will send you a **payment link** by **email**.

Please indicate who this pay-link should be sent to:(Client / Agent / Other) Please Indicate

If other you must provide details

Contact Name

Street Address

Locality

Town/City Post Code

Phone Email

4

Charges

If you have already been quoted a figure, please provide details

Any further information which may assist in calculating the correct charge?

Regularisation Charge: £ VAT is not payable

5

Disposals

1. Please give details of provisions made for the disposal of Foul Water:

2. Please give details of provisions made for the disposal of Surface and Roof Water:

6

Additional Information

Any other information you would like to make us aware of.

7

Required documents

Please provide required documents.

If providing electronically please note PDF file format is preferred.

8

Statement

This Notice is given in relation to the building work in accordance with regulation 18 and is accompanied by the appropriate charge payment.

The building (Is / Is Not) a building to which the Regulatory Reform (Fire Safety) Order applies.

I confirm that I have read the notes of guidance before completing this form.

I agree ☐ and Sign here (enter your name)

Date

We will assume you would prefer to receive correspondence electronically unless you select here ☐

Data Protection Declaration

The local authority is the Data Controller for the purposes of data protection legislation. All personal information is held and processed in accordance with this. Please refer to our Privacy Notices published on our website. Please contact us if you need the privacy notice in an alternative format.