

Guidance notes for work already started applications (regularisation)

- 1 The applicant is the building owner.
- 2 You should complete and submit one copy of this notice with plans and particulars indicating the works carried out.

Where Part B (Fire Safety) imposes a requirement in relation to building work you should send another two copies of the plans.

A block plan to a scale of at least 1:1250 is required for all applications involving new buildings and extensions to buildings.

- 3 A regularisation application must be accompanied by the appropriate fee, which is charged at a rate of 120% for domestic and 150% for non-domestic of the normal fee payable (VAT is not payable).

The appropriate fee is dependent upon the type of work carried out. Fee scales and methods of calculation are set out in the Guidance notes on fees which is available on request.

- 4 In accordance with Building Regulation 21 we may need an applicant to take reasonable steps, including laying open the unauthorised work for inspection, making tests and taking samples when appropriate to ascertain what work, if any, is required to secure compliance with the relevant regulations.
- 5 These notes are for general guidance only, full particulars of a 'Regularisation' request are contained in Regulation 21 of the Building Regulations 2000, and in respect of fees The Building (Local Authority charges) Regulations 1998.
- 6 Persons who have carried out the building work or have made a material change of use of a building are reminded that permission may also have been required under the Town and Country Planning Act.
- 7 You can get further information and advice from the Building Control Section.
- 8 All fields marked with * are mandatory.
- 9 Please email [Wigan & Leigh Housing](#)