



- 1** The applicant is the building owner.
- 2** One copy of this notice should be completed and submitted with plans and particulars indicating the works carried out.

Where Part B (Fire Safety) imposes a requirement in relation to building work a further two copies of the plans should be submitted.

- 3** A regularisation application must be accompanied by the appropriate fee, which is charged at a rate of the normal fee payable had the works not otherwise already been carried out plus 20%, (VAT is not payable).

The appropriate fee is dependent upon the type of work carried out. Fees 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 the Council may require an applicant to take such reasonable steps, including laying open the unauthorised work for inspection, making tests and taking samples as the authority think appropriate to ascertain what work, if any, is required to secure compliance with the relevant regulations.

contained in Regulation 21 of the Building Regulations (Amendment) Regulations 1994, and in respect of fees, in 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 & Country Planning Act.

- 7** Further information and advice may be obtained from Building Control Services.

### **Data Protection Act 1998**

The personal information which you supply to the Council will be stored by it either on a computer or in a manual file. This information, or data, is subject to the provisions of the Data Protection Act 1998 and South Northamptonshire Council is the data controller for the purposes of that Act. Although your personal data is being obtained for the purposes of this Building Regulation application the Council may from time to time use it for other purposes related to the Council's activities as a local authority. If you do not wish the Council to do this please write to The Team Leader Building Control, South Northamptonshire Council, Springfields, Towcester, NN12 6AE

- 5** These notes are for general guidance only, full particulars of a "Regularisation" request are