

Please note that this is not a planning application. If planning permission is required for the proposed work, a separate application must be made. Information on the need for planning permission can be found on the Council's web site at www.solihull.gov.uk/planning.
Alternatively, please call our Contact Centre on telephone No 0121 704 8008.

REGULARISATION APPLICATION

The Building Act 1984 and The Building Regulations 2010 (as amended)

IMPORTANT: THIS NOTICE CANNOT BE USED IF THE UNAUTHORISED BUILDING WORK WAS CARRIED OUT BEFORE 11TH NOVEMBER 1985



If you need any help with preparing your application, please read the notes with this form or contact the Building Control Office at Solihull

Building Regulation Application No

Building Control
Development and Regulatory Management
Solihull MBC, Council House, Manor Square, Solihull, B91 3QB
Tel: 0121-704 8008
[Email: buildingcontrol@solihull.gov.uk](mailto:buildingcontrol@solihull.gov.uk)

(Office use only)

Please type or use block capitals

1. Applicant's details to be completed in Full (see note 1) Name:..... Address: Post code: Tel: E-mail:	2. Agent's details (if applicable) Name: Address: Post code: Tel: E-mail:
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3. Address/Location of building to which work relates
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4. Description of unauthorised work No of storeys in the building Date work carried out
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5. State present use of building	
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6. Domestic electrical work (to be completed for all applications that include domestic electrical work) Was the electrical installation work carried out by a competent electrician who was registered with a Part P (Electrical Safety) Competent Persons Scheme at the time the work was done (see overleaf for details)? If the answer to this question is no, then that work should be included as part of this application and the appropriate fee paid.
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7. Exemption from charges declaration
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Exemption from charges is only applicable where the work connected to an existing building and is of direct benefit to a person(s) with the disability. (Please complete section below. NB: The building work proposed must have a clear link to the person's condition, e.g. a downstairs wet room for a person with limited mobility)

Name of person(s) with the disability (if different from overleaf) *
 (Please continue on a separate sheet).

How will the work be of direct benefit to the individual(s) concerned?*
 (Please continue on a separate sheet).

Section A – please identify the element of work that is being undertaken under the exemption criteria above

- A. extension (or conversion of an existing room) to form a downstairs wet room or bedroom. YES
- B. installation of a through floor or stair lift facility. YES
- C. extension (or conversion of an existing room) to form a facility for the sole purpose of storing medical equipment in support of medical condition YES

I confirm that the above information is correct and wish to claim exemption from the building regulation charges. Where the work involves an extension, please ensure that the relevant section on page 4 is completed.

Name:	Signature:	Date:
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8. Regularisation fee: £

9. Statement This notice is given in relation to unauthorised building work described above and Regulation 18 (2) and is accompanied by the appropriate fee.

Name:	Signature:	Date:
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Notes relating to domestic electrical work

The Council require that you provide certification of the satisfactory testing and inspection of electrical installation work not carried out by a person registered with a Part P (Electrical Safety) Competent Persons Scheme. If anyone other than a Part P registered electrician undertook the electrical work, then an additional fee is payable to the Council to cover the cost of checking the electrical installation work.

Any electrical installation carried out by someone who is not registered with a Competent Persons Scheme (NICEIC or ECA) may have to be tested and inspected by the Council. For very minor work, we may accept evidence of the qualification and experience as proof of competence of the person to safely undertake the work

Payment

Credit/Debit card payments can be made over the telephone (0121 704 8008). Cheques should be made payable to SMBC and crossed A/C payee. You can make payment (including cash) at any of the following Solihull Connect Walk-in Centers:

- Solihull Connect, Ground Floor, Library Square, Solihull, West Midlands, B91 3RG
- Solihull Connect at The Bluebell Centre, Ground Floor West Mall, Chelmsley Wood, Solihull , B37 5TN

Solihull Connect at Balsall Common Library, 283 Kenilworth Road, Balsall Common, West Midlands, CV7 7EL. (Thursdays 10am - 2pm only)

Important notes

This form must be accompanied by a plan of the unauthorised work and a plan showing any additional work required to be carried out to meet building regulation requirements applicable to the work when it was carried out .

The Council may require the applicant to lay open the unauthorised work for inspection, make tests and take samples, as the authority think appropriate to ascertain what work, if any, is required comply with the relevant requirements of the regulations.

Solihull MBC shall notify the applicant

- a) of the work which in their opinion is required to comply with the relevant requirements, or

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- b) that they cannot determine what work is required to comply with the relevant requirements, or
- c) that no work is required to secure compliance with the relevant requirements

Where the Council is satisfied, after taking all reasonable steps for that purpose that the relevant building standards have been met It will issue a Regularisation Certificate. A regularisation certificate shall be evidence (but not conclusive evidence) that the relevant requirements specified in the certificate have been complied with.