

Building Control Regularisation Application Form

**The Building Act 1984
The Building Regulations 2010**

Please return to: **Building Control, Civic Centre, Riverside, Stafford ST16 3AQ**

For the following areas: **Cannock Chase District Tel: 01543 464507**
Stafford Borough Tel: 01785 619340

For all areas: **Fax: 01785 619769 | Email: buildingcontrol@cannockchasedc.gov.uk**
www.cannockchasedc.gov.uk | www.staffordbc.gov.uk

Applicant's Details

Name: _____

Address: _____
_____ Postcode: _____

Tel: _____ Fax: _____ Email: _____

Agents Details (if applicable)

Name: _____

Address: _____
_____ Postcode: _____

Tel: _____ Fax: _____ Email: _____

Builder/Contractor Details

Name: _____

Address: _____
_____ Postcode: _____

Tel: _____ Fax: _____ Email: _____

Location of Building(s) to which work relates

Address: _____
_____ Postcode: _____

Work(s) carried out:

Use of Building

1. If new building or extension - Intended Use: _____

2. If existing building - Previous Use: _____ Intended Use: _____

3. Date work was carried out: _____

Charges Please make cheques payable to Cannock Chase Council

For Tables A please state number of (a) dwellings _____

For Tables B and C please state (a) table _____ (b) category _____

Please state estimated cost of work £ _____ floor area _____ m²

Fee: £ _____

Statement

This notice is given in relation to the building work as described, is submitted in accordance with Regulation 18 and is accompanied by the appropriate fee.

Name: _____ Signature: _____ Date: _____

Guidance Notes

These notes are for guidance only. Further details are available from Stafford Borough Council & Cannock Chase Council Building Control Service and The Building (Local Authority Charges) Regulations.

- In accordance with Building Regulation 18, the Council may require you to take such reasonable steps, including laying open the unauthorised work for inspection, carrying out tests and taking samples as they think appropriate to ascertain what work, if any, is required to secure compliance with the relevant regulations.
- Persons who have carried out the work are reminded Planning Permission may also have been required and you should contact the Planning Department.
- Regularisations are not subject to VAT
- The Council are not obliged to accept this application nor if they accept it are they obliged to issue a certificate.
- Cheques should be made payable to Cannock Chase Council
- Should you have any difficulty establishing the correct Building Control Regulation charge, please contact **Building Control Business Support on 01785 619340 or 01543 464507**
- For works associated with Table A (new dwellings) please make contact with Building Control direct.

Building Control - How we use your personal information

When you use the Building Control service we collect information relevant to the submitted application i.e. name and address. We only keep this data for the time specified in our retention schedule or as required by law.

We use this data to:-

1. Input, for the registration of notifications and applications for processing under the Building Regulations.
2. Provide details for invoicing or in the recovery of monies.
3. Provide data to internal departments directly involved to apply enforcement where necessary.
4. Share with other Local Authorities when applications are submitted under the LABC Partnership scheme.
5. Other consultees necessary to ensure construction work complies with the building regulations. e.g. structural engineers

We are able to do this because legislation under The Building Act 1984 says that we can and it is in the public interest. Otherwise, we will only share your data if you ask us to, if it is in the public interest to do so and if the law requires or allows us to.

If you wish to speak to somebody regarding this service, please contact buildingcontrol@cannockchasedc.gov.uk

Details of your rights under Data Protection Legislation are available at www.cannockchasedc.gov.uk/dataprotection