EAST HAMPSHIRE EHDC Partners
www.easthants.gov.uk
IN BUILDING

This application should be completed and submitted together with plans and particulars in duplicate to:-

East Hampshire District Council
Building Control, Penns Place,
Petersfield, GU31 4EX
Telephone: 01730 234207
Fax: 01730 234210

Applicants attention is drawn to the relevant map of sewers held by the Authority's Engineering Section. It is the designer's responsibility to ensure that any works will not affect or be affected by the presence of a sewer.

APPLICATION FOR REGULARISATION CERTIFICATE BUILDING REGULATIONS

1 Applicant's details

PLEASE MAKE CHEQUES PAYABLE TO EHDC

Name: *(block letters)* (Mr/Mrs/Miss)

Address:

Post Code:

Contact Telephone No:

Agents Name (if any):

Address:

Post Code:

Telephone No:

2 Description of work carried out

Number of storeys in building:

Approx. date work carried out:

3 Location of building to which work relates

Address of site:

4 Use of building

1. State present use of building:
2. Is the building to be/or intended to be, put to a use where the Regulatory Reform (Fire Safety) Order 2005 applies (*see over)? YES/NO

5 Drainage

Mode of: a) Foul drainage *Sewer or Other (If other, please specify)*

b) Surface water drainage *Mains or Soakaway*

6 Charges

Schedule 1 - New houses and flats

Number of dwelling units

Charge £

Schedule 2 - Domestic extensions

not exceeding 10 square metres ☐

not exceeding 40 square metres ☐

not exceeding 60 square metres ☐

Over 60 square metres - negotiated ☐

Charge £

Schedule 2 - All other domestic work

Garage/Carport not exceeding 40 square metres ☐

Garage over 40 square metres - negotiated ☐

Garage conversion ☐

Rooms in roof space not exceeding 40 square metres ☐

Rooms in roof space over 40 square metres ☐

Charge £

Schedule 3 - All other works

Total Estimated cost £

Charge £

Schedule 4 – Non Domestic new build and extensions

Total Floor Area

Charge £

Schedule 5 – All other non-domestic work

Total Estimated cost £

Charge £

Installation of Replacement Windows, Rooflights and Doors No and location **(Schedule 3)**

For attached or detached garages exceeding 60 square metres, domestic alterations and work to all commercial premises, charges are based on the estimated cost of the work.

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Date: **Signed:** **Applicant/Agent**

OFFICE USE
XBX

Bld regularisation 0812

NOTE: In addition to Building Regulations, you may be required to obtain permission under the Town and Country Planning Acts.

PLEASE TURN OVER FOR GUIDANCE NOTES

East Hampshire District Council is committed to protecting your privacy when you use our services. For full information on how the Council uses the information you provide us please refer to our website at https://www.easthants.gov.uk/privacy-policy

NOTES FOR THE GUIDANCE OF APPLICANTS

ALL PLANS should show full and complete details of the construction of works and all materials or fittings to be used. They should be drawn in ink or reproduced in a clear and intelligible manner on suitable durable material (tracing paper is not acceptable).

ALL PLANS must be submitted in DUPLICATE. If the use of the building is designated (see below) then THREE copies of plans are required

A PLAN OF ANY BUILDING should generally be drawn to a minimum scale of 1:100 showing the layout of each floor. Section through the building and the elevations of a building as seen from the outside. See detailed requirement below. A Block Plan and a Key Plan will also be required.

The following information should be indicated on the Plans:-

Use of Building	Use of Building - The Regulatory Reform (Fire Safety) Order 2005 applies to: • The Majority of premises and workplaces in the UK. It also applies to common areas of flats. The Order does not apply to: • Dwellings, underground parts of mines, building sites and military sites.
Plan of Each Floor	1. Position and thickness of all walls and materials of which they are constructed. 2. Sizes of rooms and position of staircase. 3. Position of windows, doors and other openings in walls. 4. Details of fireplaces, hearths, chimneys, flue pipes boilers, etc. 5. Position of sinks, baths, wc's and wash basins. 6. Position of drains near building including gullies, vents and inspection chambers.
Section	1. Size and depth of foundations in relation to ground level. 2. Construction of walls and position of DPC in relation to ground level. 3. Complete details of floor construction including oversite concrete, hardcore, sleeper walls, joists, boards and DP membrane (if solid floor). 4. Height of rooms and material for ceiling construction. 5. Details of roof construction including all timbers, covering and insulating materials.
Elevation	Showing each side of the building as it appears, including the position and size of all windows, doors and other openings and the construction of any panels when the details are not shown elsewhere.
Block Plan	Drawn to a scale of 1:500 to show the following information:- 1. The boundaries of the site in relation to the road, the position of proposed building and any existing buildings on the site; also, any buildings on adjoining land. 2. The width of the road, footpaths and any verge. 3. The lines of drainage and position of manholes, sewer, cesspool or septic tank and rainwater soakaways.
Key Plan	Drawn to a scale of 1:2500 showing:- The position of the site in relation to the road and adjoining lands and the junction with another named road, including all buildings on the site and on adjoining land, and the grid reference if known.
Regularisation Certificates	A regularisation certificate will be issued on satisfactory completion of work.