

APPLICATION FOR REGULARISATION OF BUILDING WORK. THE BUILDING ACT 1984 - BUILDING REGULATIONS AS AMENDED.

Acivico (Building Consultancy) Ltd, is a wholly-owned company of Birmingham City Council and is its Agent in administrating building regulations and associated matters.

It is the applicant's responsibility to demonstrate that the unauthorised work complies and if not, what work is proposed to secure its compliance.

Application for Regularisation of Building Work

PERSON FOR WHOM THE WORK IS TO BE CARRIED OUT**Title**

Mr Mrs Miss Other _____

Name

First _____

Last _____

Address

Street Address _____

Address Line 2 _____

City _____

County / State / Region _____

ZIP / Postal Code _____

Country _____

Address of the person giving notice

Phone

Email

A preferred email address is essential in helping us contact you.

LOCATION OF BUILDING WORK (IF DIFFERENT)

Street Address _____

Address Line 2 _____

City _____

County / State / Region _____

www.acivicogroup.co.uk

Acivico Group | 3 Brindley Place | Birmingham | B1 2JB

ZIP / Postal Code _____

Country _____

Address of the proposed work, if different from above

PERSON TO WHOM CORRESPONDENCE SHOULD BE FORWARDED**Agents Name**

First _____

Last _____

Address

Street Address _____

Address Line 2 _____

City _____

County / State / Region _____

ZIP / Postal Code _____

Country _____

Phone

Email

A preferred email address is essential in helping us contact you quickly and efficiently.



DESCRIPTION OF WORK THAT IS BEING CARRIED OUT

SUBMITTING AN APPLICATION TO REGULARISE BUILDING WORK

We would advise you to consider this option carefully before proceeding. Please take the time to read the following notes carefully.

- Acivico are no longer accepting postal applications routinely, therefore please do not send postal application forms to this address without contacting us first as we will need to make special provisions. We may be able to help you to register your application in another way.
- Send this form with attachments such as applicable plans, calculations, etc to BuildingConsultancy@AcivicoGroup.co.uk. We endeavour to register your application within 2 working days of receipt.
- You will receive an acknowledgement by return.
- This will provide you with your Application Number (please quote this on any future correspondence) along with contact details.

PLEASE NOTE: This application process may involve additional costs in terms of:

- a) Preparation of plans/details
- b) Exposing and correcting defective work.

MAKING PAYMENT

When making payment please include the address of the building work so we can reconcile the payment.

PLEASE NOTE:

For an extension to a property or new building provide a plan to a scale of not less than 1:1250 and identify the building work on that plan.

Once received (depending on the nature of the work in question) the surveyor will require certain parts of the work to be opened up or exposed for inspection in order to assess its compliance. In order to facilitate this procedure on site you may need the services of a builder or other suitably qualified person to assist you.

Where the work is found not to be in compliance the surveyor will notify you accordingly.

Once the work is found to be in compliance a Regularisation Certificate will be issued to you as confirmation.

Planning permission may also be required for the work. If you require further information please visit the on line <https://www.planningportal.co.uk/> or contact Birmingham City Council's Planning Team.

Once an application has been deposited the charge cannot be refunded.



TABLE 1 - DOMESTIC (RESIDENTIAL) PROJECTS

Please tick (✓) where applicable.

- A. A detached garage or habitable structure (summer house, office, gym or playroom) exceeding 30m² but not exceeding 60m² (internal metric floor area).

NB: A detached garage less than 30m² may be exempt from Building Regulations. See more comprehensive information on our website or contact us.

£630.00

- B. An extension that is less than 10m² (internal metric floor area).

£630.00

- C. An extension that is over 10m² but less than 40m² (internal metric floor area).

£804.00

- D. An extension that is over 40m² but not exceeding 60m² (internal metric floor area).

£1,008.00

- E. An extension that is over 60m² but less than 100m² (internal metric floor area).

NB: Where an extension exceeds 100m² charges must be calculated from below using a reasonable market rate (see Note 3). The resultant charge should not be less than the 60m²-100m² category.

£1,140.00

- F. A loft conversion comprising of a floor area less than 50m² or two rooms.

NB: Where a loft conversion is undertaken at the same time as an extension a reduced charge of £255.00 will be applicable.

£630.00

- G. Conversion of an existing garage into a habitable room.

£558.00

- H. Minor works where the installer undertaking the work is not a member of a recognised self certification scheme e.g. FENSA or Part P.

£144.00

- a. Solar Panels
 b. Replacement windows
 c. Electrical installations

- I. Minor building work within one of the following categories or valued up to £5,000.

£222.00

- a. Re-roofing (roof covering and insulation only)
 b. Drainage alterations
 c. Formation of an under stair wc or en-suite facility
 d. Removal of a load bearing wall
 e. Removal of one or more chimney breasts
 f. Creation of a new structural opening (window/door)
 g*. Installation of a wood burner by a non-registered installer e.g HETAS, NACE

* Please note, additional specialist testing at your expense may be required to confirm compliance.

- NB: Where any of the above are being undertaken at the same time as an extension from one of the categories listed above a reduced charge of £75.00 .

- J. Other building work to a domestic residence not included in one of the above categories.

- a. Up to and including a value of £15,000 £474.00
 b. Up to and including a value of £50,000 £774.00
 c. Up to and including a value of £100,000 £1,140.00

NB: Reference to [J] above should only be made where the work is outside of the scope of the set categories [A-I] above.



**TABLE 2 - COMMERCIAL
(NON-RESIDENTIAL) PROJECTS**

Please tick (✓) where applicable.

**EXTENSIONS OR NEW BUILD COMMERCIAL
STRUCTURES**

A. An extension or detached new build commercial structure that does not exceed 40m² (internal metric floor area).

£804.00

B. An extension or detached new build commercial structure that is over 40m² but less than 100m² (internal metric floor area).

£1,140.00

**INTERNAL REFURBISHMENTS
TO COMMERCIAL PREMISES**

C*. Internal refurbishment of commercial premises with a floor area not exceeding 75m².

£456.00

D*. Internal refurbishment of commercial premises with a floor area not exceeding 200m²

£744.00

E*. An extension that is over 10m² but less than 40m² (internal metric floor area).

£1,008.00

* The charges listed against Items C-E above, does not include assessment of any associated structural alternations. If your proposal includes structural alterations, an additional charge based on the table below, 'Other Building Work to Commercial Premises ...' will be required.

**OTHER BUILDING WORK TO COMMERCIAL
PREMISES NOT INCLUDED IN ONE OF THE ABOVE
CATEGORIES.**

F*. Up to and including a value of £15,000

£474.00

G*. Up to and including a value of £50,000

£774.00

H*. Up to and including a value of £100,000

£1,140.00

* Items F to H should be based on a reasonable market rate [see Note 2 on page 2]

DECLARATION

Signature

I hereby deposit a Building Notice in accordance with the BUILDING ACT 1984 - BUILDING REGULATIONS as amended)

Thank you for submitting your Full Plans application for building regulations approval.



CHARGING SCHEME

- The fee tables outline our standard charges.
- Prices includes vat at 20%
- If your work falls into one of the above categories [A-I] this must be used. Reference to [J] above should only be made where the work is outside the scope of [A-I] above.
- The 'Estimated Cost' is the full cost of the work must base upon a reasonable market rate. VAT and any professional fees, i.e., Architect, Engineer, Land Acquisition costs may be discounted from this calculation. In addition, decorative finishes, floor coverings and fittings, which are not subject to Building Regulation, can therefore be excluded from the estimate.
- Where more than one storey is involved the combined internal floor area should be used to calculate the fee.
- Where different elements of work are shown upon the plans it may be that more than one charge is payable.
- Where a charge category asks for measurements these are internal metric floor areas. Where more than one storey is involved the combined floor area should be used for charge calculation purposes.
- If more than one element of work has been carried out, then it may be that more than one charge is payable, e.g. a loft conversion and a single storey kitchen extension
- The information supplied on this form may be shared with relevant parties within Birmingham City Council along with organisations charged with detection and prevention of fraud.
- Acivico (Building Consultancy) Ltd, is a wholly owned company of Birmingham City Council.
- Company Registration No: 07918763

INSPECTIONS

If you require an inspection, we have several options available to you:

- Use our online inspection request form <https://acivicogroup.co.uk/services/building-regulations/>
- Email us your inspection request to BCDHotline@acivicogroup.co.uk
- Call 0121 2743464
- Try the LABC inspection app <https://www.labc.co.uk/homeowners/book-site-inspection>
- We can usually accommodate most requests received by 14:00pm for the following day and we will confirm the inspection booking. Unfortunately, we can't provide a time slot, but we will try to meet your needs and most inspections are carried out between 9:30am and 3:30pm.
- We are also able to offer 'virtual' inspections in many cases and we may ask if you want to accommodate that by using video on site and walking the project through with a surveyor. We can provide time slots for these inspections.

The information provided on this form to Acivico (Building Consultancy) Limited will be processed strictly in connection with your application in accordance with the Data Protection Act 1998 and will not be used for any other purpose.

