

# 'Regularisation' Application

The Building Act 1984 / The Building Regulations 2010



Council of the  
ISLES OF SCILLY

Office use only

## 1 Applicants details – the person for whom the work is being carried out, i.e. the building owner

Name:

Address (inc post code):

Phone / fax / e-mail:

## 2 Agents details – if applicable

Name:

Your ref:

Company name:

Address (inc post code):

Phone / fax / e-mail:

Will you be carrying out site inspections ?

## 3 Location of building

Address (inc post code):

## 4 Work carried out (see note 6 on reverse of this form)

Description:

Use of Building – Previous/Existing/Proposed:

## 5 Charges (see our scale of charges)

Estimated cost of work: £

New Dwellings:

Floor area of extensions and non domestic new build:

Plan charge (Including VAT): £

## 6 Additional information

How is drinking water supplied?

Mains / borehole / spring / other

What sort of foul drainage is used?

Sewer / septic tank / cesspool / other

What sort of storm drainage is used?

Sewer / soakaway / watercourse / other

Has any electrical installation be carried and if so who by?:- Y/N

1. An electrician registered with a competent persons self certification scheme Y/N

2. An electrician qualified to sign a BS7671 design, installation and testing certificate Y/N

## 7 Statement

This notice is given in relation to the building work as described and is submitted in accordance with regulation 21(3)(a).

Name:

Signature:

Date:

Continued on the back .....

This Building Regulation 'Regularisation' application form should be sent to the following address:-

Building Control, Council of the Isles of Scilly, Old Wesleyan Chapel, Garrison Lane, St Mary's, Isles of Scilly, TR21 0JD  
T: 01720 424350 E: [planning@scilly.gov.uk](mailto:planning@scilly.gov.uk)

### Data Protection

We will keep any information you give us, in our records, including on computer. We will only use it for the purposes for which you gave it to us and to provide other council services. We will not sell or give the information to a third organisation, unless it is for anonymous survey, or in connection with government anti-fraud investigations.

### General notes

1. The applicant is the person on whose behalf the work is being carried out, i.e., the building owner.
2. Generally, 2 copies of the plans ( and details should be submitted, although where consultation with the fire authority is required, 4 copies of all drawings and details will be required.  
Note:- The Council may require opening up of the work, the carrying out of tests, taking samples etc as considered appropriate to ascertain what work, if any, is required to secure compliance with the relevant requirements.
3. The fee is dependant on the type of work proposed, please see our separate fee guidance. You may be able to be considered for a 'disabled persons' exemption. Any cheques should be made payable to the Council of the Isles of Scilly
4. Anyone proposing building works are reminded that a separate permission under The Town & County Planning Acts, may be required.
5. Further information and advice in respect of Building Regulations can be obtained from your local council, as detailed at the top of this sheet.

### Finally, a checklist

#### Have you done the following ?

- |  |                          |
|--|--------------------------|
| 1 Filled in all parts of the form...                     | <input type="checkbox"/> |
| 2 Provided a site location plan, including boundaries... | <input type="checkbox"/> |
| 3 Provided detailed plans and specifications...          | <input type="checkbox"/> |
| 4 Provided a cheque for the correct charge...            | <input type="checkbox"/> |