

# Regularisation Application Form BC2

**FOR OFFICE USE ONLY**

Application Ref No:

**To:** The Building Control Manager, Building Control Services,  
Wakefield One, PO Box 700, Burton Street,  
Wakefield, WF1 2EB

**Tel:** 01924 306557

**Email:** buildingcontrol@wakefield.gov.uk



**1 Applicants details (see note 1):**

First name (in full):

Last name:

Address:

Postcode:

Email:

Tel:

**2 Agents details (if applicable):**

First name (in full):

Last name:

Address:

Postcode:

Email:

Tel:

**3 Address of the building to which work relates:**

Address:

Postcode:

**4 Description of the works carried out (see note 2):**

Date work was carried out:

**5 What is the present use?**

**What was the previous use?**

**6 Fees:**

Regularisation charge: £

(See Guidance Note of Fees for information).

N.B. When fees are based on estimated cost of the work a written estimate of the *total cost* of the work shown on the plans must be provided.

**7 Additional information:**

Has there been any previous Building Regulation Applications submitted for the project? YES NO

If YES, Application No.

Has Planning Permission been granted? YES NO

If YES, Planning Application No.

Have you checked for permitted development / prior approval? YES NO

Electrical Certificate of Compliance enclosed? YES NO

**8 Statement:**

This notice is given in relation to the building work as described, and is submitted in accordance with Regulation 18.2 and accompanied by the appropriate fee.

**Signed:**

**Date:**

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## Advisory Notes

1. The applicant is the building owner.
2. One copy of this notice should be completed and submitted with plans and particulars indicating the works carried out  
Where Part B (Fire Safety) imposes a requirement in relation to building work a further two copies of the plans should be submitted.
3. A regularisation application must be accompanied by the appropriate fee, which is charged at a rate of the normal fee payable had the works not otherwise already been carried out plus 20% (VAT is not payable).  
The appropriate fee is dependant upon the type of work carried out. Fee scales and methods of calculation are set out in the Guidance Notes on Fees, which is available on request.
4. In accordance with Building Regulation 18(2) the Council may require an applicant to take such reasonable steps, including laying open the unauthorised work for inspection, making tests and taking samples as the authority think appropriate to ascertain what work, if any, is required to secure compliance with the relevant regulations.
5. These notes are for general guidance only, full particulars of a "Regularisation" request are contained in Regulations (Amendment) Regulations 1994, and in respect of fees, in the Building (Local Authority Charges) Regulation 1998.
6. Persons who have carried out the building work or have made a material change of use of a building are reminded that permission may have also been required under the Town & Country Planning Act.
7. Further information and advice may be obtained from Building Control Services.

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**Form BC2 can be obtained from:**

Building Control Services, Wakefield One, PO Box 700, Burton Street, Wakefield, WF1 2EB

**Tel:** 01924 306557 **Email:** [buildingcontrol@wakefield.gov.uk](mailto:buildingcontrol@wakefield.gov.uk)

**Website:** <http://www.wakefield.gov.uk/residents/planning/building-control/application>