



# REGULARISATION APPLICATION

**RUSHMOOR BOROUGH COUNCIL BUILDING CONTROL**  
Council Offices, Farnborough Road, Farnborough, Hampshire, GU14 7JU  
Telephone: 01252 398715 email: [buildingcontrol@rushmoor.gov.uk](mailto:buildingcontrol@rushmoor.gov.uk)

1 Name of Applicant/Owner of Building \_\_\_\_\_  
Address \_\_\_\_\_  
\_\_\_\_\_  
Postcode \_\_\_\_\_  
Tel No \_\_\_\_\_ E Mail \_\_\_\_\_

1a Name of Agent/Architect (if applicable) \_\_\_\_\_  
Address \_\_\_\_\_  
\_\_\_\_\_  
Postcode \_\_\_\_\_  
Tel No \_\_\_\_\_ E Mail \_\_\_\_\_  
Please tick box if you would like correspondence to be made via email

2 Location of Site to which the building work relates \_\_\_\_\_  
\_\_\_\_\_  
Postcode \_\_\_\_\_

3 Description of work carried out \_\_\_\_\_  
\_\_\_\_\_

4 Date work was carried out \_\_\_\_\_

5 What is the present use of the building? Please tick box: Domestic  Commercial

7 **FEES** – The Building (Local Authority Charges) Regs 2010 require a fee to be paid with the application  
Please read our Fees and Charges Guidance for further information.  
**Fees can be payable online at [www.rushmoor.gov.uk/payforbuildingcontrol](http://www.rushmoor.gov.uk/payforbuildingcontrol)**  
*Please provide additional information If your work is either a or b below:*

a **Extensions:** Please confirm total additional internal floor area \_\_\_\_\_ m<sup>2</sup>  
b **Internal alterations** – please confirm cost of works Total £ \_\_\_\_\_  
c **Regularisation Fee** £ \_\_\_\_\_ VAT is not applicable

8 **Statement:** This notice is given in relation to the building work as described, and is submitted in accordance with Regulation 18 where relevant and is accompanied by the appropriate fee:

Name \_\_\_\_\_ Signature \_\_\_\_\_ Date \_\_\_\_\_

Please see overleaf for Privacy Notice

## General Data Protection Regulation (GDPR) Privacy Notice

### 1. Identity of the Data Controller and contact details

Rushmoor Borough Council is the data controller for personal information you provide on application forms, general enquiries and complaints. You can contact the Council by phone on 01252 398715, via email to [buildingcontrol@rushmoor.gov.uk](mailto:buildingcontrol@rushmoor.gov.uk) or by writing to us at Council Offices, Farnborough Road, Farnborough GU14 7JU. You can contact the Council's Data Protection Officer at [data.protection@rushmoor.gov.uk](mailto:data.protection@rushmoor.gov.uk)

### 2. What we need your information for and the legal basis for it

We need your personal information to process your application for Building Regulation Approval, Demolitions, Street Naming and Numbering and general enquiries about controlled building work. The law allows us to use your personal information in this way in order to carry out responsibilities under The Building Act 1984 and The Town Improvement Clauses Act 1847 which is one of the Council's public tasks.

### 3. Use for any other purposes

If we need to use your information for any other purpose, we will normally inform you before using it, unless we believe you know about the new purpose already or there are legal reasons that prevent us from telling you.

### 4. Will you pass my information to anyone else?

We may share your information with other teams within the Council such as Planning, Environmental Health and Council Tax in order to provide our services, carry out our public tasks and to keep our records up to date. If you ask a Councillor for help we may pass information to them and other services to enable them to help you.

We may also pass information about you to third parties where permitted or required by law to do so. This may include other local authorities and government departments or agencies carrying out their public tasks, such as Hampshire County Council, HSE, Land Registry, HMRC and the Police in carrying out criminal investigations or third parties submitting requests under Freedom of Information Legislation. We may also need to consult with the following to enable us to ensure applications comply with the Building Regulations:

- Public Utilities
- Independent Structural Engineers
- Fire Engineers

### 5. How we will store and look after your information

Your data will be held electronically or in a paper file and will not be stored in a country outside the UK. All paper records containing your personal information will be held securely in our filing systems and archives.

### 6. How long we will retain your information

We will normally keep your details in our current database for as long as we are required to do so by law, or in accordance with our operational requirements. For further information on our policy for retaining personal information, see our retention guidelines.

### 7. Your rights concerning your information

The General Data Protection Regulation gives you a number of rights concerning your personal information. See the list below. Not all rights apply in every case – it will depend on the legal basis for collecting your information and how we use it.

- The right to be informed
- The right of access
- The right to rectification
- Rights related to automated decision making, including profiling
- The right to restrict processing
- The right to data portability
- The right to object
- The right to erasure

Further details on these rights can be found on our website <http://www.rushmoor.gov.uk/dataprotection>

### 8. Right to complain to the Information Commissioner's Office

If you are not happy with the way the Council is handling your personal information you have the right to lodge a complaint with the Information Commissioner's Office. (ICO).

You will find details of how to do so on the ICO website at <https://ico.org.uk/> or by phoning their helpline on 0303 123 1113.

### 9. Why we need your information and the consequences of not providing it

We need your information to carry out our responsibilities under The Building Act 1984 and The Town Improvement Clauses Act 1847. It may be an offence to not provide it, in the event of enforcement action being taken under Sec 35, 36, 77 or 78 of the Building Act 1984 or Section 64 of the Town Improvement Clauses Act 1847.