

# Application for a Regularisation Certificate

The Building Act 1984

The Building Regulations 2000

## Environmental Services Department



The owner or agent should complete this form. If the form is unfamiliar please read the notes on the reverse side. **Please type or use block capitals.**

### 1 Applicant's details (see note 1)

Name .....

Address .....

Postcode ..... Telephone ..... Facsimile .....

### 2 Agent's details (if applicable)

Name .....

Address .....

Postcode ..... Telephone ..... Facsimile .....

### 3 Location of building to which work relates

Address .....

Postcode ..... Telephone ..... Facsimile .....

### 4 Work carried out

Description .....

.....

### 5 Date of work carried out (if not known give approximate date) .....

### 6 What was previous use? .....

#### What is present use? .....

### 7 Fee - Total estimated cost ..... Fee enclosed .....

Floor area of any new work .....

### 8 Services - Means of water supply .....

Foul water drainage ..... Surface water drainage .....

### 9 Inspection of work

We will need to inspect the work carried out to confirm that it satisfies relevant Building Regulations. Once your application has been accepted you may telephone and arrange for one of our building surveyors to call. During that inspection the surveyor will tell you if we need any additional information, plans, specifications, structural calculations and so on. We may also ask you to arrange for parts of the work to be opened up for further inspection. **Please note** acceptance and acknowledgement of receipt of your application does not mean that it has been approved.

**Statement**

This notice is given in relation to the building work as described, is submitted in accordance with Regulation 21 and is accompanied by the appropriate fee.

The use of the completed building **is / is not** a use designated under Section 1 of the Fire Precautions Act 1971 or used as a workplace to which part II of the Fire Precautions (Workplace) Regulations 1997 (as amended 1999) applies.

Name ..... Signature ..... Date .....

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**Guidance notes**

- 1 The applicant is the building owner.
- 2 You should complete and submit one copy of this notice with plans and particulars indicating the works carried out.

Where Part B (Fire Safety) imposes a requirement in relation to building work you should send another two copies of the plans.

A block plan to a scale of at least 1:1250 is required for all applications involving new buildings and extensions to buildings.

- 3 A regularisation application must be accompanied by the appropriate fee, which is charged at a rate of 150% of the normal fee payable (VAT is not payable).

The appropriate fee is dependent 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 21 we may need an applicant to take reasonable steps, including laying open the unauthorised work for inspection, making tests and taking samples when 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 Regulation 21 of the Building Regulations 2000, and in respect of fees The Building (Local Authority charges) Regulations 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 also have been required under the Town and Country Planning Act.
- 7 You can get further information and advice from the Building Control Section.