



**Bromsgrove District Council**  
**Building Control**  
**The Council House**  
**Burcot Lane**  
**Bromsgrove**  
**B60 1AA**

Phone: Bromsgrove 01527 881348 or 01527 881349  
 Fax: 01527 881313 DX: 17279 Bromsgrove  
 E-mail: b.control@bromsgrove.gov.uk

**APPLICATION FOR A  
 REGULARISATION  
 CERTIFICATE**



Certificate number  
 FS31458  
 For the provision of  
 Building Control  
 Services

**PAYING IN CODE: J25 BR00 BC342**

**1**

**Your details** Name: \_\_\_\_\_

Address and postcode: \_\_\_\_\_

Phone: \_\_\_\_\_ Fax: \_\_\_\_\_ E-mail: \_\_\_\_\_

**2**

**Your agent's details** Name: \_\_\_\_\_

Address and postcode: \_\_\_\_\_

Phone: \_\_\_\_\_ Fax: \_\_\_\_\_ E-mail: \_\_\_\_\_

**3**

**Location of building to which work relates:** \_\_\_\_\_

Address: \_\_\_\_\_

**4**

**Work carried out** \_\_\_\_\_

**5**

**Date work was 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 :** \_\_\_\_\_

**8**

**Services**

**Means of water supply:** \_\_\_\_\_

**Foul water drainage:** \_\_\_\_\_ **Surface water drainage:** \_\_\_\_\_

**9**

**STATEMENT**

This notice is given in relation to the building work as described, is submitted in accordance with regulation 13(a) and is accompanied by the appropriate charge. Please note that if you are paying by **cheque** there is a **two week** clearance period before the Certificate can be released.

The use of the completed buildings **\*IS/IS NOT** designated under the Fire Precautions Act 1971. \*Delete as appropriate

Signed \_\_\_\_\_ Date \_\_\_\_\_

## **GUIDANCE 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.
3. A regularisation application must be accompanied by the appropriate charge, which is charged at a rate of 20% of the normal fee payable had the works not otherwise already been carried out. (VAT in not payable)
4. The appropriate fee is dependent upon the type of work carried out. charge scales and methods of calculation are set out in the Guidance Notices on Charges which is available on request. **Please Note** that if payment is made by **cheque** there is a **two week** clearance period before the certificate can be released.
5. In accordance with the Building regulation 13a the council may require an applicant to take such reasonable steps, including laying open the unauthorized 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.
6. These notes are for general guidance Only, full particulars of a “Regularisation” request are contained in Regulation 13a of the Building Regulations (Amendment) Regulation 1994, and in respect of charges the building (Prescribed Charges) Regulations 1994
7. 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 & Country Planning Act.
8. Further information and advice may be obtained from Building Control seminars.