

**APPLICATION FOR A  
REGULARISATION  
CERTIFICATE**

**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 18 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 and the appropriate fee.
3. The appropriate fee is dependent upon the type of work carried out. **Please Note:** that if payment is made by **cheque** there is a **two week** clearance period before the certificate can be released.
4. In accordance with the Building Regulation 18 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 Regulation 18 of the Building Regulations 2010.
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. Further information and advice may be obtained from Building Control seminars.