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. Where the Regulatory Reform (Fire Safety) Order 2005 applies a further two copies of the plans should be submitted.

3. A regularisation application must be accompanied by the appropriate fee, which is an individually determined charge.

4. In accordance with Building Regulation 21 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 21 of the Building Regulations and in respect of fees, in the Building (Local Authority Charges) Regulations.

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 & Country Planning Act.
**Application for a Regularisation Certificate**

**Building Act**

**Building Regulations**

**Building Regulation Reference**

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1. **Applicant’s Details** *(see note 1)*

<table>
<thead>
<tr>
<th>Name:</th>
<th>Tel:</th>
</tr>
</thead>
<tbody>
<tr>
<td>Address:</td>
<td>Fax:</td>
</tr>
<tr>
<td>Postcode</td>
<td>Email:</td>
</tr>
</tbody>
</table>

2. **Agent’s Details** *(if applicable)*

<table>
<thead>
<tr>
<th>Name:</th>
<th>Tel:</th>
</tr>
</thead>
<tbody>
<tr>
<td>Address:</td>
<td>Fax:</td>
</tr>
<tr>
<td>Postcode</td>
<td>Email:</td>
</tr>
</tbody>
</table>

3. **Location of building to which work relates**

<table>
<thead>
<tr>
<th>Address:</th>
</tr>
</thead>
<tbody>
<tr>
<td>Postcode</td>
</tr>
</tbody>
</table>

4. **Description of Work**

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5. **Date work was commenced** *(if not known give approximate date)*

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6. **Use of building**

1. What is the present use of the building?
2. If a change of use, what was previous use?

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7. **Charges** *(see Guidance Notes on Charges for information)*

1. Category:
2. Estimated cost of work:

   Regularisation Charge: £   *(Not subject to VAT) (see Note 3 over)*

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8. **Statement**

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

   The use of the building is a use which is subject to R.R.O.  
   Yes [ ]  No [ ]

   *(see note 2)*

| Name: | Signature: | Date: |