

# Application for Regularisation Certificate



## 1 - Applicant Details: *(Must be the owner of the building)*

Full Name: \_\_\_\_\_  
 Address: \_\_\_\_\_  
 \_\_\_\_\_ Post Code: \_\_\_\_\_  
 Phone: \_\_\_\_\_ Fax: \_\_\_\_\_ Email: \_\_\_\_\_

## 2 - Agent Details: *(if applicable)*

Full Name: \_\_\_\_\_  
 Address: \_\_\_\_\_  
 \_\_\_\_\_ Post Code: \_\_\_\_\_  
 Phone: \_\_\_\_\_ Fax: \_\_\_\_\_ Email: \_\_\_\_\_

## 3 - Address / Location that the Unauthorised Work took place:

Address: \_\_\_\_\_  
 \_\_\_\_\_ Post Code: \_\_\_\_\_

## 4 - Description and Date of Unauthorised Work:

Description of Works: \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_ Approx date work carried out: \_\_\_\_\_

## 5 - Use of Building & Additional Information

If new building or extension, state present use: \_\_\_\_\_  
 If existing building, state present use: \_\_\_\_\_  
 Does the building fall within the scope of the Regulatory Reform (Fire Safety) Order 2005? Yes  No   
 Was the electrical work undertaken by a Part P Competent Person (Domestic Only)? Yes  No

## 6 - Charges *(Please refer to the guidance and separate Building Control Charges Tables A, B and C)*

If **Table A**, please state number of new dwellings: \_\_\_\_\_ If **Table B**, please state floor area (m<sup>2</sup>): \_\_\_\_\_  
 If **Table C**, please state estimated cost of work excluding VAT: £ \_\_\_\_\_  
 Applicable charge for Regularisation Application enclosed: £ \_\_\_\_\_ (*Refer to paragraph 5.3 of Charges Table ABC Guidance Notes*)

## 7 - Declaration

*This notice is given in relation to the building work as described, is submitted in accordance with Regulation 12(2) and is accompanied by the appropriate payment. I understand that further charges will be payable following the first statutory inspection by the local authority.*

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