

THE BUILDING ACT 2000 (as amended)

THE BUILDING REGULATIONS 1994 (AS AMENDED)

**APPLICATION FOR A REGULARISATION CERTIFICATE**

This form should be completed by the owner or agent. **PLEASE TYPE OR USE BLOCK CAPITALS.**  
**Please read the notes on the back for additional guidance.**

Building Control Manager, Building Control, 4<sup>th</sup> Floor, Maritime Housel, 1 Linton Road, Barking, Essex IG11 8HG.

**1) APPLICANT (see note 1 overleaf)**

Full Name .....

Address .....

.....

.....

Tel. No. ....

**2) AGENT (if any)**

Full Name.....

Address .....

.....

.....

Tel. No.....

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

Address .....

.....

Postcode..... Tel. No. ....

**4) Work carried out**

Description .....

.....

.....

**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 21(3) and is accompanied by the appropriate fee.  
 The use of the completed buildings **\*IS/IS NOT** a use designated under the Fire Precautions Act 1971. **\* delete as appropriate**

Signed ..... Date .....

**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 Part B (Fire Safety) imposes a requirement in relation to building work a further two copies of the plans should be deposited.
- 3) A regularisation application must be accompanied by the appropriate fee, which is charged at a rate of 120% of the normal fee payable had the works not otherwise already been carried out (VAT is not payable).
- 4) The appropriate fee is dependent upon the type of work carried out. Fees scales and methods of calculation are set out in the Guidance Notes on Fees which is available on request.
- 5) In accordance with Building Regulation 15 (6) the Council may require an applicant to take such reasonable steps, including laying open 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.
- 6) These notes are for general guidance only. Full particulars of a "Regularisation" request are contained in Regulation 21(3) of the Building Regulations 2000 as amended, and in respect of fees the Building (Local Authority Charges) Regulations 1995.
- 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 and Country Planning Act and that as owner, you may have responsibilities under the Party Wall Act 1996.