

Regularisation Certificate Application

The Building Act 1984
The Building Regulations 2010



FOR OFFICE USE ONLY

Receipt no: _____

Date processed: _____

Amount: _____

Payee Name: _____

This application is in relation to the building work as described, and is submitted in accordance with Regulation 18. If the form is unfamiliar, please read the notes which follow or contact the Council's Building Control team on **01284 757387**. Please submit the completed form to the above office together with the agreed charge.

1 Applicant's details (see note 1)

Name: _____

Address: _____

Postcode: _____ Tel: _____ Fax: _____ email: _____

2 Agent's details (if applicable)

Name: _____

Address: _____

Postcode: _____ Tel: _____ Fax: _____ email: _____

3 Location of building to which work relates

Address: _____

4 Description of unauthorised work

Date work commenced: _____

Date work completed: _____

5 Use of Building

1. State the current use of the building or extension: _____

2. State the use prior to alteration if this is difference from the current use: _____

3. Has the building or extension been erected within three metres of a public sewer?
YES / NO

6**Charge payable**

(As per the quotation supplied to you in advance).

Date of quotation: _____

Amount £ _____ Agreed with _____

Payment method - cheque/card (please indicate)

Cheque no: _____ Payee name: _____ Dated: _____

Please submit this form and make cheques payable to the relevant authority below to which your location address (section 3) relates:

Forest Heath District Council

Building Control
Planning & Regulatory Services
District Offices, College Heath Road,
Mildenhall, Suffolk, IP28 7EY

St Edmundsbury Borough Council

Building Control
Planning and Regulatory Services,
West Suffolk House, Western Way,
Bury St Edmunds, IP33 3YU

7**Statement**

This application is in relation to the building work as described, and is submitted in accordance with Regulation 18.

Name: _____

Signature: _____

Date: _____

Guidance Notes

1. The applicant is the person on whose behalf the work is being carried out, for example the building's owner.
 2. Complete one copy of this notice only.
 3. This application should be accompanied by the following:
 - (a) so far as is reasonably practicable a plan of the unauthorised work; and
 - (b) so far as is reasonably practicable, a plan showing any additional work required to ensure compliance with the Regulations applicable, when the work was carried out.
 4. On receipt of an application for a Regularisation Certificate the Local authority may require you to take such reasonable steps they think appropriate to ascertain that the work complies with the Building Regulations.

These may be:

 - (a) to open up work for inspection;
 - (b) to making tests and take samples;
 - (c) to consult with other Bodies that have an interest under separate legislation.
 5. Having regard to the above paragraph you will be notified as follows:
 - (a) of the work which in the opinion of the Local Authority is required to comply with the requirements of the Regulations; or
 - (b) that the Local Authority cannot determine what work is required to comply with the requirements of the Regulations.
 6. A charge is payable at the time an application for a Regularisation Certificate is made. This is to contribute towards the cost of site inspections, being a single payment which covers all necessary administration and site visits until satisfactory completion of the work and a Regularisation Certificate can be issued.
 7. The building control team will need to be contacted to provide a written quotation for the charge for the work.
 8. These notes are for general guidance only, particulars regarding the application for a Regularisation Certificate are contained in Regulation 18 of the Building Regulations 2010 and in respect of fees, in the Building (Local Authority Charges) Regulations 2010.
 9. Persons who have carried out unauthorised building work or have made a material change to the use of a building are reminded that permission may also be required under the Town and Country Planning Acts.
 10. Please contact us if you need further information or advice concerning the Building Regulations and also planning matters. Please also visit the Councils website at www.westsuffolk.gov.uk
Tel: 01284 757387
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