



APPLICATION FOR A REGULARISATION CERTIFICATE

The Building Act 1984
The Building Regulation 2000

Surveying and Property Services

This form is to be filled in by the person who has carried out unauthorised building work or their agent. If the form is unfamiliar please read the notes overleaf or consult Surveying and Property Services. An application can only be made for substantially completed Building Work which was commenced on or after 11/11/85. Please type or use block capitals.

1 Applicant's Details (see note 1)

Name: _____

Address: _____

_____ Postcode: _____

Tel: _____ E-mail: _____

2 Agent's Details (if applicable)

Name: _____

Address: _____

_____ Postcode: _____

Tel: _____ E-mail: _____

3 Location of building to which work relates

Address: _____

_____ Postcode: _____

4 Unauthorised Building Work

Description: _____

Date of commencement (if known): _____

5 Use of building

1. If the building or extension was new please state use: _____

2. If the building was existing, state use prior to the unauthorised work: _____

3. Has the building been, or is it intended to be put to a use to which the Regulatory Reform (Fire Safety) Order 2005 applies (see note 8) _____

YES/NO

6 Charges (see note 6 and Charges Guidance Notes)

Charges enclosed £ _____ Estimated Costs of Works £ _____

7 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 charge.

Name: _____ Signature: _____ Date: _____

Notes

1. The applicant is the person who is the owner of the building to which the unauthorised building work relates.
2. One copy only of this notice should be completed and submitted.
3. This application shall be accompanied by so far as is reasonably practicable plans showing the unauthorised work and 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 Council may require you to take such reasonable steps as they think appropriate in order to ascertain whether the work complies with the Building Regulations.

These may be:-

- a) the opening up of work for inspection
- b) the carrying out of tests and the taking of samples

5. A Regularisation Certificate may be issued where, the Council is satisfied that the unauthorised work, as far as the Council has been able to ascertain, after taking all reasonable steps for that purpose, complies with the relevant requirements of the Building Regulations.

6. The Charge is payable at the time an application for a Regularisation Certificate is made. In the event that the Council cannot issue a Regularisation Certificate there is no entitlement to a refund of any payment paid.

Cheques to made payable to Brentwood Borough Council.

7. The Regularisation Charge is 120 per cent of the total of the Charge and the inspection Charge which would be payable in accordance with current Charge Regulations (VAT is not payable). See Guidance Notes. Payment by instalments is not applicable.

8. The Regulatory Reform (Fire Safety) Order 2005 applies to most premises except domestic premises. "Domestic premises" means premises occupied as a private dwelling (including any garden, yard, garage, outhouse, or other appurtenance of such premises which is not used in common by the occupants of more than one such dwelling).

9. Further information and advice concerning Building Regulations can be obtained from Surveying and Property Services.
