

APPLICATION FOR A REGULARISATION CERTIFICATE



THE BUILDING REGULATIONS 2000 – BUILDING ACT 1984



Awarded for excellence



THE BUILDING CONTROL, PLANNING & SERVICES DEPT. PORTLAND HOUSE, RICHMOND ROAD WORTHING BN11 1LF
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CASE REFERENCE No.

THIS FORM SHOULD BE COMPLETED BY THE OWNER OR AGENT .

PLEASE TYPE OR USE BLOCK CAPITALS. *If this form is unfamiliar, please read the notes on the back.*

1

Applicant Details: (see note1)

NAME:

ADDRESS:

Post Code:

Tel. No.

2

Agent Details: (if applicable)

NAME:

ADDRESS:

Post Code:

Tel. No.

3

Location of building to which work relates:

ADDRESS:

Post Code:

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, and is submitted in accordance with Regulation 21 and is accompanied by the appropriate fee.

The use of the completed building *IS/IS NOT designated under the Fire Precautions Act 1971.

* Delete as appropriate

Signed:

Date:

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 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 21(4) 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.

6 These notes are for general guidance only, full particulars of a "Regularisation" request are contained in Regulation 13A of the Building Regulations (Amendment) Regulations 1994, and in respect of fees the Building (Prescribed Fees) Regulations 1994.

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.

8 Further information and advice may be obtained from Building Control Seminars.