

Application for Regularisation Certificate

If the form is unfamiliar please read the guidance notes or consult your local Building Control office.

1	Applicant's Details	2	Agents Details (if applicable)
	Name _____ Address _____ _____ _____ Postcode _____ Tel. _____ E-mail _____		Name _____ Address _____ _____ _____ Postcode _____ Tel. _____ E-mail _____
How would you prefer correspondence to be sent to you?		Post <input type="checkbox"/> e-mail <input type="checkbox"/>	
3	Location of Building to which Work Relates		
	Address _____ _____ Postcode _____		
4	Description of work _____ _____		
5	Existing Use of Building _____ Current Use of Building _____		
6	Fire Safety Order 2005 (see note page 2)		
	Is the building designated? Yes <input type="checkbox"/> No <input type="checkbox"/>		
7	When was the work carried out? _____		
8	Fees (Please refer to separate fee sheet)		
		code	Regularisation fee
	Initial works (100% fee)	_____	_____
	Secondary works (50% fee)	_____	_____
	Other works	_____	_____
	Total fee:	_____	_____
9	Statement		
	This notice is given in relation to the building work as described, is submitted in accordance with Regulation 12(2)(a) and is accompanied by the appropriate fee		
	Name: _____	Signature: _____	Date: _____

Regularisation Certificate Explanation Notes

1. The applicant is the person on whose behalf the work is being carried out, e.g. the building's owner.

2. One copy of this notice should be completed and submitted with plans and particulars in duplicate in accordance with the provisions of Building Regulation 21.

Where Part B (Fire Safety) imposes a requirement in relation to proposed building work, two further copies of plans which demonstrate compliance with the requirements should be deposited.

3. Subject to certain exceptions an Application for a Regularisation Certificate attracts fees payable by the person applying for the certificate. The fee is a single payment to cover all anticipated site visits and consultations which may be necessary until the work is found as far as reasonably possible to satisfy The Building Regulations. Should the number of site visits be substantially different from that anticipated then the inspection fee may be reassessed

- Table A prescribes the plan and inspection fees payable for small housing developments, flats and conversions creating a new dwelling.
- Table B prescribes the fees payable for domestic extensions, garage, replacement windows and electrical installations.
- Table C deals with non-domestic extensions, alterations and small building.

Should your proposed work not be covered by the fee tables please contact this office to discuss an individual fee quote

The appropriate fee is dependent upon the type of work proposed. Fee scales and methods of calculation are set out in the Guidance Notes on Fees which is available on request.

4. The Regulatory Fire Reform (Fire Safety) Order 2005 applies to all premises except:

'Single family dwellings houses and alterations and extensions to the same'

5. These notes are for general guidance only; particulars regarding the deposit of plans are contained in Regulation 21 of the Building Regulations 2000 and, in respect of fees, in the Building (Local Authority Charges) Regulations 2010.

6. If the application for a Regularisation Certificate is for building work or a material change of use of a building then permission may have been required under the Town and Country Planning Acts.

7. Further information and advice concerning the Building Regulations and planning matter may be obtained from the Council or [http://www/thurrock.gov.uk/buildingcontrol](http://www.thurrock.gov.uk/buildingcontrol)