

# Application for a Regularisation Certificate



The 1984 Building Act  
The Building Regulations 2000 (as amended)

**Please read** the notes that accompany this form before filling it in. If you need more help to fill in the form please contact us. Our address and telephone number are at the bottom of the form.

<b>1</b>	<b>Applicant's details</b> (see note 1) Name: _____ Address: _____ Phone: _____ Fax: _____ Email: _____ Postcode: _____
<b>2</b>	<b>Agent's details</b> (if agent is handling the work) Name: _____ Address: _____ Phone: _____ Fax: _____ Email: _____ Postcode: _____
<b>3</b>	<b>Give the address where the building work has been carried out</b> Address: _____
<b>4</b>	<b>Give details of the work carried out</b> (see note 2) _____ _____
<b>5</b>	<b>Date work was carried out</b> (if not known give approximate date) _____ _____
<b>6</b>	<b>Use of building</b> 1. What was the previous use? _____ 2. What is the present use? _____
<b>7</b>	<b>Charges</b> (see note 3 and separate guidance note on charges) 1. If Table 2 work, please give the floor area: _____ m <sup>2</sup> 2. If Table 3 work, please give the estimated cost of the work, (excluding VAT): Nominal fee                      £ _____ + 20%                      TOTAL:                      £ _____
<b>8</b>	<b>Services</b> Means of water supply _____ Foul water drainage                      _____ Surface water drainage                      _____
<b>9</b>	<b>Declaration</b> 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 building(s) * IS / IS NOT designated under the Fire Precautions Act 1971. <i>*delete as appropriate</i> Name: _____ Signature: _____ Date: _____



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## Guidance Notes

**You are only able to apply for a regularisation certificate for works that were carried out after 11<sup>th</sup> November 1985.**

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 the nominal fee payable had the works not otherwise already been carried out **plus 20%**, (VAT is not payable).
4. In accordance with Building Regulation 21 (3), CNC Building Control Consultancy, on behalf of 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.
5. These notes are for general guidance only, full particulars of a 'Regularisation' request are contained in Regulation 21 (3) of the Building Regulations 2000, and in respect of fees, The Building (Local Authority Charges) Regulations 1998.

6. Persons who have carried out the building work or have a material change of use of a building are reminded that permission may also have been required under the Town and Country Planning Act.
7. **Further information and advice concerning Building Control matters, please contact CNC Building Control Consultancy on 01603 430100.**

### Regularisation 21 (3)

(2) Where this regulation applies, the owner (in this regulation referred to as "the applicant") may apply in writing to the local authority for a regularisation certificate in accordance with this regulation, and shall send with his application:

- (a) a statement that the application is made in accordance with this regulation,
- (b) a description of the unauthorised work,
- (c) so far as is reasonable practicable, a plan of the unauthorised work, and
- (d) so far as is reasonably practicable, a plan showing any additional work required to be carried out to secure that the unauthorised work complies with the requirements relating to building work in the Building Regulations which were applicable to that work when it was carried out (in this regulation referred to as "the relevant requirements").