

Application for a Regularisation Certificate

The 1984 Building Act
The Building Regulations

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 on the back of the form.

1 Applicant's details (see note 1)

Name : _____ Address : _____ Post Code : _____
Phone : _____ Fax : _____ E-mail : _____

2 Agent's details (if agent is handling the work)

Name : _____ Address : _____ Post Code : _____
Phone : _____ Fax : _____ E-mail : _____

3 Address where the building work is to be carried out

Address _____

4 Give description of the work carried out (see note 2) :

5 Date work was carried out (if not known give approximate date)

6 Use of Building :

Domestic ☐ Or Non Domestic ☐

7 Charges (see notes 3 and separate guidance note on charges)

1. Table & category used for calculations (from charges sheet) Table : Category:
2. For new dwellings Number of dwelling Number of House Types
3. For extensions & new buildings m²
4. Estimated Construction Costs * £
5. Estimated Construction Period months

* Estimated costs means an amount that would be charged (excluding vat) by a person in business to carry out the work and not a DIY estimate. **Please note** : We reserve the right to challenge any estimate that we do not consider appropriate, we may request a detailed builders estimate, where deemed necessary.

Regularisation Charge (Please see Guidance Note £ + 30 % £ Total £
3 over)

Please make cheques payable to CNC Building Control

8 Services

Means of water supply : _____
Foul water drainage : _____ Surface water drainage : _____

9 Declaration

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.

- delete as appropriate

Name : _____ Signature : _____ Date : _____

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RICS



Borough Council of
King's Lynn &
West Norfolk



NORWICH
City Council



Platinum
Level 2018

Notes:

Guidance Notes

You are only able to apply for a regularisation certificate for works that were carried out after 11th 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 total Building Notice Fee (excl. VAT), fee payable had the works not otherwise already been carried out **plus 30%**, (VAT is not payable).
4. In accordance with Building Regulation 21 (3), CNC Building Control, 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.

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 this 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").

Submit your completed application:

By email to: applications@cncbuildingcontrol.gov.uk

In writing to: CNC Building Control, PO Box 1370, Norwich, NG15 2GX

If you would like more information and advice on the Building Regulations please contact us:

By email on: enquiries@cncbuildingcontrol.gov.uk

By telephone on: 0808 168 5041

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How we deal with your information

We lawfully process your personal data in our official capacity as a public body. Your personal details are required for the purposes of administering compliance with the Building Regulations, but any information relating to this application may be used by the Partnership Councils (ie South Norfolk District Council, Norwich City Council, Broadland District Council, Borough Council of King's Lynn and West Norfolk and Fenland District Council) to carry out their functions as public bodies.

Information supplied may also need to be disclosed outside of the Council to Government departments such as the Department of Transport, Communities and Local Government and other bodies such as the Fire and Rescue Service and Utility companies such as Anglian Water, or in connection with Government anti-fraud investigations.

Under data protection legislation you have the right to request access to, rectification, restriction, or objection to the processing of your personal data, as detailed on our Privacy Policy (available on our website). You can contact our Data Protection Officer at right2know@s-norfolk.gov.uk. You also have the right to lodge a complaint with the regulator, the Information commissioner's Office.

We retain records for 15 years from the date of completion of the project, unless an historic or significant building is affected, in which case the record will be held indefinitely.

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