

## **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 13A 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 your Local Authority Building Control office.

Nordon, Salisbury Road, Blandford Forum, Dorset, DT11 7LL  
Telephone (01258) 484266/259 Fax (01258) 484265  
www.north-dorset.gov.uk

## APPLICATION FOR A REGULARISATION CERTIFICATE

The Building Act 1984 The Building Regulations 2000

*This form should be completed by the owner or agent. PLEASE TYPE OR USE BLOCK CAPITALS. If the form is unfamiliar please read the notes overleaf or consult your local Building Control office.*

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### Applicant's details (see note 1)

Name: \_\_\_\_\_

Address: \_\_\_\_\_

Postcode: \_\_\_\_\_

Tel: \_\_\_\_\_

Fax: \_\_\_\_\_

2

### Agent's details (if applicable)

Name: \_\_\_\_\_

Address: \_\_\_\_\_

Postcode: \_\_\_\_\_

Tel: \_\_\_\_\_

Fax: \_\_\_\_\_

3

### Location of building to which work relates

Address: \_\_\_\_\_

Postcode: \_\_\_\_\_

Tel: \_\_\_\_\_

Fax: \_\_\_\_\_

4

### Work carried out

Description: \_\_\_\_\_

Floor Area: \_\_\_\_\_

5

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

\_\_\_\_\_

6

### Use of building

1 If new building or extension please state proposed use: \_\_\_\_\_

2 If existing building state present use: \_\_\_\_\_

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### Fees (see Guidance Note 3 on reverse side)

Total estimated cost of building works (Excluding VAT): £ \_\_\_\_\_

8

### Additional Information

Means of water supply: \_\_\_\_\_

Means of Foul water disposal: \_\_\_\_\_

Means of Storm water disposal: \_\_\_\_\_

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**Statement:** This notice is given in relation to the building work as described, and is submitted in accordance with Regulation 12(2)(b)

Name: \_\_\_\_\_ Signature: \_\_\_\_\_ Date: \_\_\_\_\_