



This form is to be filled in by the person who intends to carry out building work or agent. Please type or use block capitals. If the form is unfamiliar, please read the notes which follow or consult your local Building Control office. Information regarding charges may be obtained from your Building Control office. **NB: An Application for a Regularisation Certificate can only be made for work commenced on or after 11th November 1985. [Terms & Conditions](#) Apply. [Guidance notes](#) available.**

1 Applicant's details (Mandatory Fields)		2 Agent's details (if applicable)	
Full Name:		Full Name:	
Address:		Address:	
Postcode:		Postcode:	
Tel:		Tel:	
Email:		Email:	

3 Location of building to which work relates		4 Description of Unauthorised Work (see note 2)	
Address:		Description:	
Postcode:		Number of Storeys	
		Date work was carried out	

5 Use of building	
Please state present use:	
Please state previous use	
Indicate if the building is a workplace that will be subject to provisions of the Regulatory Reform (Fire Safety) Order 2005?	YES <input type="checkbox"/> NO <input type="checkbox"/>

6 Fees	
The Guidance Note of Charges is available from the District Council, or online .	Regularisation Charge £
<i>When fees are based on estimated cost of the work, a written estimate of the total cost of the work shown on the plans must be provided.</i>	Estimated total cost of work shown on plans £
Total floor area of any new building or extension	m ²
Payment Method:	Online <input type="checkbox"/> Cheque <input type="checkbox"/> In Person <input type="checkbox"/> Phone <input type="checkbox"/>
Contact information of person responsible for payment	Name: Email: Number:

7 Additional Information:	
Is there a related Planning Application?	YES <input type="checkbox"/> NO <input type="checkbox"/> Reference Number:

8 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. By applying to the council you are agreeing to the Councils Terms and Conditions of Service.			
Name:		Signed:	
Date:			