

*This form is to be filled in by the owner of the building work or their agent. If the form is unfamiliar please read the notes on the reverse side or consult the office indicated above. Please type or use block capitals. An application for a Regularisation Certificate can only be made for work commenced on or after 11 November 1985*

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

Name: \_\_\_\_\_  
Address \_\_\_\_\_  
Postcode: \_\_\_\_\_ Tel: \_\_\_\_\_ Fax: \_\_\_\_\_ Email: \_\_\_\_\_

**2 Agent's details** (if applicable)

Name: \_\_\_\_\_  
Address: \_\_\_\_\_  
Postcode: \_\_\_\_\_ Tel: \_\_\_\_\_ Fax: \_\_\_\_\_ Email \_\_\_\_\_

**3 Location of building to which work relates**

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

**4 Work carried out**

Number of storeys: \_\_\_\_\_  
Description: \_\_\_\_\_  
Date work was carried out (if not known give approximate date): \_\_\_\_\_

**5 Use of building**

What was the previous use: \_\_\_\_\_  
What is the present use: \_\_\_\_\_

**6 Charges** (See separate Guidance Note on Charges for information)

1. If Table A work please state the number of dwellings: \_\_\_\_\_  
2. If Table B work please state floor area and/or estimated cost excluding VAT \_\_\_\_\_  
3. If Table C work please state floor area and/or estimated cost excluding VAT \_\_\_\_\_  
Where standard charges are not applicable please contact Building Control on 01268 882288  
Charge: £ \_\_\_\_\_

**7 Correspondence** Would you prefer to receive correspondence via Email: YES/NO

Email address: \_\_\_\_\_

**8 Electrical work**

Will a Part P registered electrician be carrying out the electrical work. (see fee sheet for charges payable for work not carried out by a Part P registered electrician)  
YES/NO

**9 Statement**

This notice is given in relation to the building work as described, and is submitted in accordance with Regulation 21

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

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## 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 submitted.

**3** A regularisation application must be accompanied by the appropriate charge.

The appropriate charge is dependent upon the type of work carried out. Charge scales and methods of calculation are set out in the Guidance Notes on Charges, which are available on request.

**4** In accordance with Building Regulation 21 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 regarding the submission of the "Regularisation" request are contained in Regulation 21 of the Building Regulations 2010 (as amended), and in respect of charges the Building (Local Authority Charges) Regulations 2010.

**6** Persons who carry out building work or have made a material change of use of a building are reminded that permission may be required under the Town & Country Planning Acts.

**7** Further information and advice concerning the Building Regulations and planning matters may be obtained from your local authority.

**8** The information provided by you will be held and processed by Castle Point Borough Council in accordance with the Data Protection Act 1998. It will be used for its intended purpose but may also be used for internal statistical analysis as well as being processed and disclosed for the prevention or detection of crime, assessment of tax or where we have a legal obligation to do so. We may also need to share your information with a third party, such as a contractor, in order for them to provide the service you have requested. However, the Council requires any third parties to abide by the Data Protection Act 1998 when they process your data on our behalf and to follow our procedures or instructions. Your information will be held and disposed of in line with the Council's Document Retention and Disposal Guidance. You are entitled to copies of any information that the Council holds about you. This can be obtained by making a request in writing by using a Subject Access Request form.

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