

**TENDRING DISTRICT COUNCIL
APPLICATION FOR
REGULARISATION CERTIFICATE**

The Building Act 1984
The Building Regulations 2010
This form is to be completed by the owner.
Please type or use block capitals.
If you are unfamiliar with this form please read the note on the reverse side.
NOTE: This application can only be used for work commenced on or after 11 November 1985.

OFFICE USE ONLY:-

REGISTRY- Date Rec'd			
Cheque No.		Amount	
Cash Book No.		Rec't No.	
Area	Officer	Date	Initials
Documents in BC			
Fee Check			
Application Validated			
Documents Returned			
Planning Consul			
Planning Returned			
Acknowledged			
Documents Out			

1. Applicants Details (See Note 1)

Name _____

Address _____

_____ Postcode: _____ Tel: _____

2. Location of Building To which work relates

Address _____

_____ Postcode: _____ Tel: _____

3. Description of Unauthorised work

Number of Storeys: _____

Description _____

Date Work Completed: _____

4. Use of Building

1. State the current use of the building or extension _____

5. Fees

(See Note 6 and separate Guidance Notes on Fees for information)

Please note fees are payable when the application for Regularisation Certificate is made.

1. If Table A work please state number of dwellings _____

2. If Table B please state floor area or estimated cost of works _____

3. If Table C work please state floor area or estimated cost of work excluding VAT: _____

Regularisation fee £ _____ (NOTE THIS SUBMISSION IS EXEMPT VAT)

6. Statement

This application is in relation to the building work as described, and in accordance with Regulation 14

Name: _____

Signature: _____ Date: _____

Notes:-

1. The applicant is the person on whose behalf the work has been carried out, e.g. the buildings owner
2. One copy of this application should be completed and submitted.
3. This application should be accompanied by the following:-
 - (a) so far as is reasonably practicable a plan of the unauthorised work, and
 - (b) so far as it is reasonably practicable, a plan showing any additional work required to ensure compliance with the Regulations applicable, when the work was carried out.
4. On receipt of an application for a Regularisation Certificate the local Authority may require you to take such reasonable steps they think appropriate to ascertain that the work complies with the Building Regulations. These may be :-
 - (a) To open up work for inspection.
 - (b) To make tests and take samples.
 - (c) To consult with other Bodies who have an interest under separate legislation.
5. Having regard to the above paragraph you will be notified as follows :-
 - (a) of the work which in the opinion of the Local Authority is required to comply with the requirements of the Regulations, or
 - (b) that the Local Authority cannot determine what work is required to comply with the requirements of the Regulations, or
 - (c) that no work is required to secure compliance with the requirements of the Regulations.
6. A fee is payable at the time an application for a Regularisation Certificate is made. This is to contribute towards the costs of site inspections, being a single payment which covers all necessary site visits until satisfactory completion of the work and a Certificate can be issued.