

LOCAL AUTHORITY BUILDING CONTROL

Rochford District Council
South Street
Rochford
Essex
SS4 1BW

**APPLICATION FOR A
REGULARISATION
CERTIFICATE**

The Building Act 1984
The Building Regulations 2010

This Regularisation Application conforms to the Building Regulations 2010 and may be used with any Local Authority in England and Wales.

This form is to be filled in by the owner or the agent. If the form is unfamiliar please read the notes which follow or consult your local Building Control office. Please submit completed form to the Building Control Office dealing with your application. Information regarding fees may be obtained from your local Building Control Office.

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: _____ Tel: _____ Fax: _____ email: _____

4 Work carried out (see note 2)
 Description: _____

5 Date work was carried out

6 What is present use?

What was previous use?

7 Fees (see Guidance Note of Fees for information, available from your local Building Control Office).
 N.B. 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 with the application.
 Normal fee £ plus 20% Total £ Estimate enclosed YES NO

8 Services
Means of: Water supply _____
 Foul water drainage: _____ Surface water drainage: _____

9 Statement
 This notice is given in relation to the building work as described, is submitted in accordance with Regulation 21 and is accompanied by the appropriate fee.
 The use of the completed buildings is a use designated under the Fire Precautions Act 1971. YES NO
 Name: _____ Signature: _____ Date: _____



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.

2.1. 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 fee, which is charged at a rate of the normal fee payable had the works not otherwise already been carried out plus 20%, (VAT is not payable).

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 from the local authority.

- 4 In accordance with Building Regulation 18 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 18 of The Building Regulations 2010 and in respect of fees, in the Building (Local Authority Charges) Regulations 2010.

- 6 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 & Country Planning Act.

- 7 Further information and advice may be obtained from Building Control at your local council by emailing building.control@rochford.gov.uk or by telephoning 01702 318085
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