



**BASSETLAW DISTRICT COUNCIL
BUILDING CONTROL**
Queens Buildings
Potter Street
Worksop Notts S80 2AH
Telephone 01909 533292
Facsimile 01909 533400
E-mail planning@bassetlaw.gov.uk

APPLICATION FOR A REGULARISATION CERTIFICATE

The Building Act 1984
The Building Regulations 2000 (as amended)

Application Number

Receipt No:

This form should be completed by the owner or their agent. If the form is unfamiliar, please read the attached notes or consult the office indicated above. Please type or use block capitals.

1

Applicant's details (see note 1)

Name:

Address:

Postcode:

Tel:

Fax:

E-mail

2

Agent's details (if applicable)

Name:

Address:

Postcode:

Tel:

Fax:

E-mail

3

Location of building to which work relates

Address:

Postcode:

4

Work carried out

Description:

5

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

6

What was previous use?

What is present use?

7

Fees (see note 3 and separate Guidance Note on Fees for information)

1 If Schedule 1 work please state the total number of dwellings

2 If Schedule 2 work please state floor area:

m²

3 If Schedule 3 work please state the estimated cost of work excluding VAT: ,

Plan Fee: ,

Total: ,

8

Statement

This notice is given in relation to the building work as described, is submitted in accordance with Regulation 13(a) and is accompanied by the appropriate fee.

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.

Where Part B (Fire Safety) imposes a requirements 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).

The appropriate fee is dependent upon the type of work carried out. Fee 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 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.
6. These notes are for general guidance only, full particulars of a Regularisation request are contained in Regulation 21 of the Building Regulations 2000 (as amended), and in respect of fees the Building (Local Authority Charges) Regulations 1998.
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 the Building Control Office.