



Harborough District Council
Council Offices
Adam and Eve Street
Market Harborough
Leicestershire
LE16 7AG

Telephone: (01858) 821090
FAX : (01858) 821097

APPLICATION FOR A REGULARISATION CERTIFICATE

The Building Act 1984
The Building Regulations 2000

**Building Regulations
Plan Number**

This form is to be filled in by the person who intends to carry out 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.

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	Charges (see Guidance Notes on Charges for information) N.B. When charges 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. <table><tr><td>Normal charge £</td><td>plus 20%</td><td>Total £</td><td>Estimate enclosed YES/NO</td></tr></table>	Normal charge £	plus 20%	Total £	Estimate enclosed YES/NO
Normal charge £	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, and is submitted in accordance with Regulation 21 and is accompanied by the appropriate charge. The use of the completed buildings is a use designated under the Regulatory Reform (Fire Safety) Order 2004 YES/NO Name: Signature: Date:				

Guidance Notes

1 The applicant is the person on whose behalf the work is being carried out, e.g. the building's 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 proposed building work, two further copies of 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 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 is 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 of a "Regularisation" request are contained in Regulation 21 of the Building Regulations 2000 and in respect of charges, in the Building (Local Authority Charges) Regulations 1998.

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 be required under the Town and Country Planning Acts.

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