



Harborough District Council  
The Symington Building  
Adam and Eve Street  
Market Harborough  
Leicestershire  
LE16 7AG

Tel: 01858 821090

Email: [building.control@harborough.gov.uk](mailto:building.control@harborough.gov.uk)

# APPLICATION FOR A REGULARISATION CERTIFICATE

The Building Act 1984  
The Building Regulations 2010

This form is to be filled in by the person who intends to carry out building works or the agent. If the form is unfamiliar please read the notes on the reverse side or consult the office indicated above. Please type or write block capitals.

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

Full Name:

Address:

Postcode:                      Tel:                      email:

Please cross box below against preferred contact method

Post               Email

## 2 Agent's details (if applicable)

Full Name:

Address:

Postcode:                      Tel:                      email:

Please cross box below against preferred contact method

Post               Email

## 3 Location of building to which work relates

Address:

Postcode:

## 4 Work carried out

Description:

Date work was carried out:

## 5 What is present use?

What was previous use?

## 6 Charges: Please see Regularisation Charges. VAT is not payable in relation to a Regularisation Charge.

## 7 Statement

This notice is given in relation to the building work as described, and is submitted in accordance with Regulation 18(2) and is accompanied by the appropriate fee.

Is the building a building to which the Regulatory Reform (Fire Safety) Order 2005 applies?

YES               NO

Name:

Signature:

Date:

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## Notes

1. The applicant is the person on whose behalf the work is being carried out, e.g. the building's owner.

Contact details are required to enable us to get in touch with you to make an appointment for inspection.

2. One copy of this notice should be completed and submitted with plans and particulars indicating the works carried out.

3. **REGULARISATION CHARGES** - are for the consideration of an application for a Regularisation Certificate under Regulation 18, in respect of unauthorised building work.

- The total cost of the charge is detailed on the Regularisation Charges. NOTE VAT is not payable in relation to a Regularisation Charge.

4. In accordance with Building Regulation 18(3) 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.

In most cases opening up work will be required for assessment.

For an extension for example, this would be exposing the foundations (a minimum of two trial holes), giving access to the roof construction etc. The floor and wall construction will also have to be ascertained, possibly by holes drilled allowing inspection by endoscope.

For structural alterations the supporting member e.g. steelwork, will need exposing together with the bearings at each end.

For loft conversions this would be exposing the floor construction and other supporting members, fire precautions, thermal and sound insulation provisions etc.

Note this is not an exhaustive list and requirements will probably differ for each job.

It would be prudent to discuss this with the Building Control Surveyor as soon as possible.

To speed up the process it would be beneficial if such works were carried out prior to our visit so that the work is ready for inspection. However, note that further opening works may be requested at/after inspection.

Note that the regularisation of the work would be in accordance with the regulations applicable at the time the work was carried out, not necessarily the current regulations.

5. These notes are for general guidance only; full particulars of a request for retrospective approval (Regularisation) of unauthorised building work 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 and Country Planning Act.

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

### **8. How we will use your information**

The Council is collecting your information in order to assist the delivery and provision of services to you.

The information you have supplied will be used for the purposes of this Building Regulation application.

Your information may be shared with other Council departments or partners such as Leicester Fire & Rescue, Anglian Water/Severn Trent and any organisation appointed by the Council to assist in the Building Regulations process e.g. consultant engineers.

Your information will be held in accordance with the Council's Document Retention and Disposal Policy and we will only ask you for as much information as is required to respond to your enquiry or service need.

For further information on how your information is used, how we maintain the security of your information, and your rights to access information we hold about you, please contact: Harborough District Council, The Symington Building, Adam & Eve St, Market Harborough LE16 7AG or [FOI@harborough.gov.uk](mailto:FOI@harborough.gov.uk) or [complaints@harborough.gov.uk](mailto:complaints@harborough.gov.uk)

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