# APPLICATION FOR A REGULARISATION CERTIFICATE


**RUSHMOOR BOROUGH COUNCIL BUILDING CONTROL**
**Planning, Council Offices, Farnborough Road, Farnborough, Hampshire, GU14 7JU**

**Telephone: 01252 398715 email: buildingcontrol@rushmoor.gov.uk**


**This form should be completed by the owner or the agent, PLEASE TYPE OR USE BLOCK CAPITALS. If the form is unfamiliar please read the notes which follow or consult your local Building Control Office.**

Receipt No.

**APPLICANTS DETAILS**

1 **Name of Owner/ Developer** _____

**Address** _____

_____

**Post Code** _____ **Tel. No.** _____

2 **Name of Agent (if any)** _____

**Address** _____

_____

**Post Code** _____ **Tel. No.** _____

3 **Location/Site of Building** _____

_____

4 **Description of Work Carried Out (See Note 2)** _____

_____

5 **Date work was carried out** _____

6 **What is present use?** _____

**What was previous use?** _____

7 **Fees** (see Guidance Note of Fees for Information) 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 provieded with the application.

Fee £ _____ 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 18 and is accompanied by the appropriate fee.

The use of the completed buildings is a use covered under the Regulatory Reform (Fire Safety) Order 2005
YES ☐ NO ☐

**Name** _____ **Signature** _____ **Date** _____

## Guidance Notes

1 The applicant is the building owner.

2 Two copies 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 building work a further two copies of the plans should be submitted.

3 A regularisation application must be accompanid by the appropriate fee (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 Charges which is available on request.

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 thinks 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 Services

**Please note that the information contained on this form will not be treated as confidential and will be available for public inspection. The information may also be computerised, made available on the Council's internet site, and used for statistical purposes (Data Protection Act 1998).**