

# LOCAL AUTHORITY BUILDING CONTROL

LABC SERVICES  
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# APPLICATION FOR A REGULARISATION CERTIFICATE

The Building Act 1984  
The Building Regulations 2000

Reference Number:

This Regularisation Application conforms to the Building Regulations 2000 and may be used with any Local Authority in England and Wales.

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.

## 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) 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

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## 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 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.

**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 (Amendment) Regulations 1994, and in respect of fees, 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 also have been required under the Town & Country Planning Act.

**7** Further information and advice may be obtained from Building Control Services.