

# APPLICATION FOR REGULARISATION CERTIFICATE

The Building Act 1984

The Building Regulations 2010

This form is to be completed by the person(s) intending to carry out building work or their agent.

Application Reference Number:  
(Office use only)

Kettering Borough Council is committed to protecting your privacy when using our services. Before completing this form, please read our Privacy Notice at [www.kettering.gov.uk/privacynoticebuildingcontrol](http://www.kettering.gov.uk/privacynoticebuildingcontrol) which tells you how we use your information, who we may share it with and why. It also details what you can do if you have any concerns and how to request the information we hold about you.

## 1 Applicant Details (see note 1)

Name:

Address:

Postcode:

Tel:

Email:

## 2 Agent Details (if applicable)

Name:

Address:

Postcode:

Tel:

Email:

## 3 Location to which work relates

Address:

Postcode:

## 4 Work Carried Out

Description:

Approximate date work was commenced if known:

## 5 Use of Building

State previous use:

State present use:

Please indicate if the building will be subject to provisions of the  
Regulatory Reform (Fire Safety) Order 2005 (see note 5)

YES

NO

## 6 Domestic Electrical Works

Indicate whether you intend to use a registered Part P electrical installer

YES

NO

(If NO, arrangements should be made for inspection and test by a competent electrician)

## 7 Fees

Please refer to the Regularisation Table of Fees & Charges

TOTAL £

## 8 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.

Name:

Signature:

Date:

For assistance please call the Building Control team direct on 01536 534250

## NOTES

### 1 Plans and Particulars

This application form should be completed and submitted with the plans as follows:

*Where the works include the erection of a new building or extension:*

(1) A block plan, to a scale not less than 1:500, showing the size and position of the building or extension, its relationship to the boundaries of the premises and any other buildings within those boundaries.

(2) In all cases including above, detailed plans identifying and showing the extent of the works and showing any additional work required to be carried out to secure compliance with relevant building regulations.

(3) The detailed plans referred to above need only show the unauthorised work so far as is reasonable in the circumstances.

### 2 Uncovering Work etc

In assessing the unauthorised work for compliance with Building Regulations, the Council may require the applicant to uncover work, take samples and make such tests as may reasonably be required.

### 3 Town and Country Planning

Applicants are reminded that certain building work and material changes of use require permission under the Town and Country Planning Acts.

### 4 Charges

The Building Regulations charges for Regularisation applications are published within Kettering Borough Council's Fees and Charges Booklet which can be found at [www.kettering.gov.uk](http://www.kettering.gov.uk)  
The Regularisation Charge must be paid on the deposit of the application to the Council.

### 5 Further Guidance

These notes are for general guidance only, detailed information regarding the submission of regularisation applications is contained in Regulation 18 of the Building Regulations 2010 and in respect of fees, in the Building (Local Authority Charges) Regulations 2010.

Further information and advice concerning the Building Regulations and Planning matters may be obtained from your Local Authority.

### 6 Information

Unauthorised development maybe regularised providing the work commenced on or after 11th November 1985.

Should you require clarification relating to any part of this form, further information and advice concerning Building Regulations and Planning matter may be obtained from your Local Authority.