

Building and Property Management Application for Regularisation Certificate

Building control

OFFICIAL USE ONLY

BUILDING ACTS 1984, THE BUILDING REGULATIONS 2010 (As amended)

This form should be completed by the owner or agent. If the form is unfamiliar, please read the notes on the back before completing both sides of the form.

1a Applicant/Owner (in block letters). Please provide a contact telephone number and email address.

Name
Address
Postcode
Telephone
Mobile
Email

1b Agent/Builder (in block letters). Please provide a contact telephone number and email address.

Name
Address
Postcode
Telephone
Mobile
Email

2 Full address or location of building

Address
Postcode

3 Please provide a full and accurate description of the works carried out

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4 Was planning permission required?

Yes No

If Yes, please give planning reference number

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5 Date of work carried out

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If not known, give approximate date

6 What was the previous use?

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7 What is the present use?

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8 Drawing numbers

Please include any drawings, calculations or supportive documentation if applicable. Drawings must be printed to scale.

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9 Fee

See Schedule B in the Guidance for Customers on Building Regulation charges.
For clarification on building control fees please ring 020 8753 3137, 4865 or 1681.

Extension:	<input type="checkbox"/> Yes <input type="checkbox"/> No	m ²
Loft:	<input type="checkbox"/> Yes <input type="checkbox"/> No	m ²
Basement extension:	<input type="checkbox"/> Yes <input type="checkbox"/> No	m ²

Total estimated cost inclusive of VAT £ .

Fee enclosed £ .

For debit and credit card payments or to request bank transfer details, please ring 020 8753 3137, 4865 or 1681.

10 Services

Means of water supply

Surface water drainage

Foul water drainage

11 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 completed building IS/IS NOT a building coming within the scope of the Regulatory Reform (Fire Safety) Order 2005.

Signature

Date

Please include cost of replacement/installation of windows where work was carried out after 1 April 2002 and electrical works where work was carried out after 1 January 2005.

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 deposited.
3. A regularisation application must be accompanied by the appropriate fee in accordance with Fee Schedule B, which is charged at a rate of 1.224 of the net building notice fee payable had the works not otherwise already been carried out (VAT is not applicable to this charge).
For debit and credit card payments or to request bank transfer details, please ring 020 8753 3137 or 020 8753 4865 or 020 8753 1681.
4. 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 upon request.

5. 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.
6. These notes are for general guidance only. Full particulars of a 'Regularisation' request are contained in Regulation 18 of the Building Regulations 2010 (As Amended), and in respect of fees the Building (Local Authority charges) Regulations 2010 (As Amended).
7. 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.
8. Further information and advice can be obtained from Building Control Service.

Building Control Service

London Borough of Hammersmith & Fulham, Town Hall, King Street, Hammersmith, London W6 9JU

Telephone 020 8753 3137
020 8753 4865

020 8753 1681
Email buildingcontrol@lbhf.gov.uk
Web www.lbhf.gov.uk

If there is any part of this publication that you require explained, translated or produced in large print or Braille please telephone 020 8753 3137 or 4865.

We are a member of The British Standards Institution (BSI Group) Quality Assured Building Control Service.

