



This form is to be filled in by the person who intends to carry out building work or 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. Information regarding charges may be obtained from your Building Control office. **NB An Application for a Regularisation Certificate can only be made for work commenced on or after 11th November 1985**

1 Applicant's details (see note 1)		2 Agent's details (if applicable)	
Full Name:		Full Name:	
Address:		Address:	
Postcode:		Postcode:	
Tel:		Tel:	
Fax:		Fax:	
Email:		Email:	

3 Location of building to which work relates		4 Description of Unauthorised Work (see note 2)	
Address:		Description:	
Postcode:		Number of Storeys	
		Date work was carried out	

5 Use of building	
Please state present use:	
Please state previous use	
Indicate if the building is a workplace that will be subject to provisions of the Regulatory Reform (Fire Safety) Order 2005?	YES <input type="checkbox"/> NO <input type="checkbox"/>

6 Fees	
The Guidance Note of Charges is available from your local Building Control office. <i>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.</i>	
If Schedule 1 work state number of dwellings and house types.	
If Schedule 2 work state total floor area of any new building or extension	m ²
If Schedule 3: work state estimated total cost of work to each building excluding VAT:	£
	Estimate enclosed? YES <input type="checkbox"/> NO <input type="checkbox"/>

7 Additional Information:	
Is there a related Planning Application?	YES <input type="checkbox"/> NO <input type="checkbox"/>
	Details:

8 Statement			
This notice is given in relation to the building work as described, is submitted in accordance with Regulation 12(2)(a) and is accompanied by the appropriate fee.			
Name:		Signed:	
Date:			

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. This application shall be accompanied by the following
 - a) so far as is reasonably practicable a plan of the unauthorised work
 - b) so far as is reasonably practicable a plan showing any additional work required to ensure compliance with the regulations available, when the work was carried out.
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 from the local authority.

In the event the Council cannot issue a Regularisation Certificate there is no entitlement to a refund of any fee paid.

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. You are also reminded that if unauthorised building work has been carried to premises subject to a Fire Certificate under the Regulatory Reform (Fire Safety) Order 2005, you are obliged to notify the fire authority.
8. Further information and advice concerning Building Control and Planning matters may be obtained from Epping Forest District Council, or from our website www.eppingforestdc.gov.uk/planning