

APPLICATION FOR A REGULARISATION CERTIFICATE

To: Martin Ramsey
Building Control Manager
London Borough of Havering
Mercury House
Mercury Gardens
Romford RM1 3SL

Deposited

The Building Act 1984
The Building Regulations 2000
(As amended)

Building Regulations
Plan Number:

This form is to be filled in by the building owner or agent. If the form is unfamiliar please read the notes over or consult the office indicated above. Please type or use block capitals.

1	Applicant's Details (See note 1) Name:..... Address:.....Postcode:..... Tel:.....Email:.....Fax:.....
2	Agent's Details (If applicable) Name:..... Address:.....Postcode:..... Tel:.....Email:.....Fax:.....
3	Location of building to which work relates Address:.....Postcode:.....
4	Description of work carried out Description:.....
5	Date work was carried out (if not known give approximate date)
6	What was previous use?
7	What is present use?
8	Charges (see separate Charges Schedule for information) 1. If Table 1 work please state number of dwellings: 2. If Table 2 work please state floor area :m ² 3. If Table 3 work please state the estimated cost of work excluding VAT: £..... Regularisation charge: £.....
9	Services Means of water supply..... Foul water drainage.....Surface water drainage.....
10	Statement This notice is given in relation to the building work as described, and is submitted in accordance with regulation 21(3); and is accompanied by the appropriate charge. The completed building *IS/IS NOT a building to which the Regulatory Reform (Fire Safety) Order 2005 applies. *Delete as appropriate Name:..... Signature:..... 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 and any proposed remedial works.
3. A regularisation application must be accompanied by the appropriate charge, which is 120% of the Building Notice charge payable had the works not already been carried out (VAT is not payable).
4. The appropriate charge is dependant upon the type of work carried out. Charges and methods of calculation are set out in the Charges Schedule on charges, which is available on request.
5. 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.
6. These notes are for general guidance only, particulars regarding the deposit of an application to regularise unauthorised work are contained in Regulation 21 of the Building Regulations 2000 and, in respect of charges, in the Building (Local Authority Charges) Regulations 2010 and the 'Charge Scheme' adopted by the Council.
7. Persons who have carried out building work or made a material change of use of a building are reminded that permission may also have been required under the Town and Country Planning Acts.
8. Further information and advice concerning the Building Regulations and Planning matters may be obtained from Building Control or Planning Control respectively at The Public Advice and Service Centre, The Liberty Shopping Centre, Romford from 9am to 2pm.