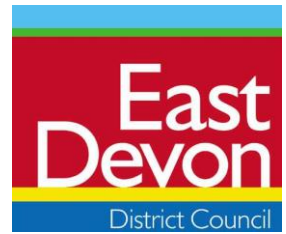


Building Regulations APPLICATION FOR REGULARISATION CERTIFICATE

The Building Act 1984 and the Building Regulations 2010 (as amended)



Application number:
(internal use only)

Please read the notes on the back. **Applications are only valid if submitted with the correct charge.**

1 Applicant's details

Name: _____

Address: _____

Postcode: _____ Tel: _____ email: _____

2 Agent's details

Name: _____

Address: _____

Postcode: _____ Tel: _____ email: _____

3 Location of building to which work relates

Address: _____

Postcode: _____

4 Description of work carried out

Was the property constructed on or prior to 1999? **YES / NO**

5 Date work was carried out (if not known, please give approximate date)

Date: _____

6 Building use

State previous use of Building _____

State present use of Building _____

7 Charge

Total estimated cost: £ _____ Charge enclosed: £ _____

Floor Area (m²) (if applicable) _____

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, and is made in accordance with Regulation 18. Please read the notes overleaf, and contact this office if anything requires clarification.

Name: _____ **Signature:** _____ **Date:** _____

GUIDANCE NOTES

1. The applicant is the person on whose behalf the work is being carried out, e.g. the land and/or the building's **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.

Please note: All **plans should be marked** with a unique reference number and clearly indicate different revisions.

3. A Regularisation application must be accompanied by the **appropriate charge** as determined by the type and size of building work proposed and/or the estimated cost of the work, and is prescribed under one of the Tables A,B,C,D or E contained in the **East Devon District Council - Building Regulations Charging Scheme October 2010**.

Cheques should be made payable to East Devon District Council. Please contact Building Control on 01395 517482 if you require a copy of the Charges Schedule.

Please note that the charge is a single amount payable at the time the application is made and is **exempt from VAT**.

4. In accordance with Building Regulation 18 the Council may require an applicant to take 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 18 of the Building Regulations 2010, and in respect of charges The Building (Local Authority Charges) Regulations 2010.

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 and Country Planning Act** Call - 01395:516551.

7. **New Dwellings** – In relation to the erection of a new dwelling, a statement is to be provided relating to any Optional Requirement imposed under Planning Permission.



8. The **Fire Authority will be consulted** where the works relate to premises covered by the **Regulatory Reform (Fire Safety) Order 2005**. These include;

- Offices & Shops
- Premises providing Sleeping Accommodation (*not private dwellings*)
- Residential Care
- Small & Medium Places of Assembly
- Large Places of Assembly
- Factories & Warehouses
- Theatres & Cinemas
- Educational Premises
- Healthcare Premises (responsibility of the Department of Health)
- Transport Premises and Facilities

Note: Single private dwellings are outside the scope of the RRO.

9. Any **personal information** which you provide will be held and used by East Devon District Council for the purpose of processing your Building Regulations application. Your information may be provided to a third party acting on our behalf to process your Building Regulations application. Your information may also be shared within East Devon District Council for the purposes of carrying out our lawful functions. Otherwise your personal information will not be disclosed to anybody outside East Devon District Council without your permission, unless there is a lawful reason to do so, for example disclosure is necessary for crime prevention or detection purposes. Your information will be held securely and will not be retained for any longer than is necessary. There are a number of rights available to you in relation to our use of your personal information, depending on the reason for processing. Further detail about our use of your personal information can be found in the relevant Privacy Notice which can be accessed at <http://eastdevon.gov.uk/privacy>

10. Should you have any difficulty in completing this form, the please contact Building Control at:

East Devon District Council
Blackdown House
Border Road
Heathpark Industrial Estate
Honiton
EX14 1EJ

DX48808 Honiton

Tel: 01395 517482

If you wish to discuss your application with a Building Control Officer then please note that they are normally available from **9.00am to 10.30am**, or the **Duty Officer after 2.00pm**. Enquiries outside these hours can only be dealt with if a prior appointment has been made.

APPLICATIONS CAN ONLY BE ACCEPTED FOR WORK CARRIED OUT AFTER 11th NOVEMBER 1985.

Regularisation Charges

Please refer to the **Standard Charges** table for either **Domestic** or **Non-domestic** works