

Building Control
Basildon Borough Council
The Basildon Centre
St Martin's Square
Basildon, Essex SS14 1DL
Tel: Basildon (01268) 208026
Fax: Basildon (01268) 206637
E-mail: buildingcontrol@basildon.gov.uk

APPLICATION FOR A REGULARISATION CERTIFICATE

Plan No. _____ / _____ /FP

THE BUILDING ACT, 1984 THE BUILDING REGULATIONS 2010 (as amended)

Please read the notes on the back BEFORE you make this application.

1 Applicant's address (see note 1) Name: _____ Address: _____ _____ _____ Postcode: _____ Tel: _____	2 Agent's address (if applicable) Name: _____ Address: _____ _____ _____ Postcode: _____ Tel: _____
--	---

3 Location of building to which work relates Address: _____ _____ Postcode _____ Tel: _____

4 Work carried out Description: _____ _____
--

5 Date work was carried out (if not known give approximate date) _____
--

6 What was previous use? _____ What is present use? _____
--

7 Fee Floor area (domestic extensions) _____ Fee enclosed £ _____ Other works based on cost of construction today. Cost today £ _____ Fee £ _____ <i>.(On request a receipt for the fee can be obtained)</i> Please see separate fee sheet or ask for advice. Tel: 01268 208026

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, is submitted in accordance with Regulation 18 and is accompanied by the appropriate fee The use of the completed building *IS/IS NOT a use designated under the Fire Precautions Act 1971. <i>*delete as appropriate</i> Signed: _____ Dated: _____
--

Please read these guidance notes – they affect you

- **Your attention is drawn to the following information:**
- **Making a regularisation does not automatically mean you will get a completion certificate**
- **After making the application you must make an appointment for a surveyor to call to inspect the works**
- **If necessary you may be asked to open up part of the works to see how it was built**
- **If not satisfactory you will be given a list of remedial works to be carried out**
- **If life safety or severe health risk is apparent, you may be taken to court unless you rectify serious hazards very quickly**
- **No fees will be refunded regardless of whether a completion certificate is issued**

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, which is charged at a rate of 120% of the normal fee payable had the works not otherwise already been carried out (VAT is not payable). Ask about the fee if required.
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 on request.
5. In accordance with Building Regulation 18 the Council may require the 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, and in respect of fees the Building (Local Authority Charges) Regulations 2010.
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 may be obtained from Building Control on 01268 208026.

If in doubt ask first:

Basildon Building Control helpline 01268 208026

Translations of this leaflet into languages and format other than English are available, please contact Phil Jones on 01268 206738.

