

**BUILDING REGULATIONS APPLICATION for a REGULARISATION CERTIFICATE**

Receipt No. ....

*This form should be completed by the owner or agent. If the form is unfamiliar please read the notes on the reverse side or consult the office indicated above. Please type or use BLOCK CAPITALS.*

<b>1</b>	<b>Applicant's details</b> (see note 1)	<b>Agent's details</b>
	Forename: _____	Name: _____
	Surname _____	Address: _____
	Address _____	_____
	Postcode: _____	Postcode: _____
	Tel: _____ Fax: _____	Tel: _____ Fax: _____
	email: _____	email: _____
<b>2</b>	<b>Location of building to which work relates</b>	
	Address: _____	
	Postcode: _____	
<b>3</b>	<b>Work carried out</b>	
	Description: _____	
	_____	
	Planning Permission Reference (if applicable) _____	
<b>4</b>	<b>Date work was carried out</b> (if not known, give approximate date)	
	_____	
<b>5</b>	<b>Uses</b>	
	What was the previous use? _____	
	What is present use? _____	
<b>6</b>	<b>Fee</b>	
	Total estimated cost _____	Fee enclosed _____
	Floor area _____	
<b>7</b>	<b>Services</b>	
	Means of water supply :Yorkshire Water mains? (see note 9)	YES/NO
	Foul water drainage _____	
	Surface water drainage _____	
<b>8</b>	<b>Statement</b>	
	This notice is given in relation to the building work as described, and is submitted in accordance with Regulation 18(2) and is accompanied by the appropriate fee.	
	Is the building put to a use to which the Regulatory Reform (Fire Safety) Order 2005 applies (see note 6) YES/NO.	
	Signature: _____	Date: _____

**Department of Development Services**

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## Notes

1. The applicant is the building owner. The applicant's full name and address must be provided.
2. One copy only 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).
4. The appropriate fee is dependent upon the type of work being 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 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. The Regulatory Reform (Fire Safety) Order 2005 applies to all premises except: 'Single family dwelling houses and alterations and extensions to the same.
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. Premises currently designated for the purpose of the Fire Precautions Act 1971 are:
  - Premises within the Fire Precautions (Hotels and Boarding Houses) Order 1972.
  - Premises within the Fire Precautions (Factories, Offices, Shops and Railway Premises) Order 1989.
  - A workplace defined in Regulation 17(3) (a) of the Fire Precautions (Workplace) Regulations 1997. i.e. any premises, not being domestic premises, used for an employer's undertaking (N.B. there are exceptions).
9. Applicants are required to provide details of the water supply to the property. Yorkshire Water mains. Private water supply (borehole, spring, well).