

HERTFORDSHIRE

BUILDING CONTROL

Hertfordshire Building Control
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**APPLICATION FOR A
REGULARISATION CERTIFICATE**
The Building Act 1984
The Building Regulations 2000

This form is to be completed in full by the person (or agent) intending to carry out building work. 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.

1	Applicant's details					
	Surname:		Forenames:		Title: (eg Mr/Mrs/Miss)	
	Name of Company or Partnership (if applicable) and Status eg Ltd/Plc:					
	Address:					
2	Postcode:					
	Tel:		Email:			
	Agent's details (if applicable)					
3	Name:					
	Address:					
	Postcode:		Tel:		Email:	
4	Location of building to which work relates					
	Address:					
	Postcode:		Tel:		Email:	
5	Description of work					
6	Date of commencement of work					
7	Fees (see separate Guidance Note on Fees for information)					
	The amount of the regularisation fee for any work shall be 130 per cent of the building notice fee which would be payable for that work at the time of the application for regularisation (exclusive of VAT).					
	Regularisation fee:					
7	Note: VAT is not payable and should not therefore be added to this fee.					
	Statement					
	This notice is given in relation to the building work as described, and is submitted in accordance with Regulation 13(A)(2), and is accompanied by the appropriate fee, the "as built" plans, and plans of the work proposed to enable compliance (see Reg 13A, Paras 2c and 2d).					
Name:		Signature:		Owner/Agent	Date:	

Extract from Regulation 21 of The Building Regulations 2000:

- (3) Where this regulation applies, the owner (in this regulation referred to as “the applicant”) may apply in writing to the local authority for a regularisation certificate in accordance with this regulation, and shall send with his application:
- (a) a statement that the application is made in accordance with this regulation,
 - (b) a description of the unauthorised work,
 - (c) so far as is reasonably practicable, a plan of the unauthorised work, and
 - (d) so far as is reasonably practicable, a plan showing any additional work required to be carried out to secure that the unauthorised work complies with the requirements relating to building work in the building regulations which were applicable to that work when it was carried out (in this regulation referred to as “the relevant requirements”).
- (4) Where a local authority receive an application in accordance with this regulation, they may require the applicant to take such reasonable steps, including laying open the unauthorised work for inspection by the authority, making tests and taking samples, as the authority think appropriate to ascertain what work, if any, is required to secure that the relevant requirements are met.
- (5) When the applicant has taken any such steps required by the local authority as are described in paragraph (4), and having had regard to any direction given in accordance with sections 8 and 9 of, and Schedule 2 to, the Act dispensing with or relaxing a requirement in building regulations which applies to the unauthorised work, the local authority shall notify the applicant:
- (a) of the work which in their opinion is required to comply with the relevant requirements or those requirements as dispensed with or relaxed, or
 - (b) that they cannot determine what work is required to comply with the relevant requirements or those requirements as dispensed with or relaxed, or
 - (c) that no work is required to secure compliance with the relevant requirements or those requirements as dispensed with or relaxed.
- (6) Where the local authority have been able to satisfy themselves, after taking all reasonable steps for that purpose that -
- (a) The relevant requirements have been satisfied (taking account of any work carried out and any dispensation or relaxation given in accordance with Sections 8 and 9 of, and Schedule 2 to, the Act), or
 - (b) no work is required to secure that the unauthorised work satisfies the relevant requirements (taking account of any such dispensation or relaxation). they may give a certificate to that effect (in this regulation referred to as “a regularisation certificate”).
- (7) A regularisation certificate shall be evidence (but not conclusive evidence) that the relevant requirements specified in the certificate have been complied with.
- (8) If controllable domestic electrical regularisation work has been undertaken under Part P of the Building Regulations an additional fee may be payable to cover the cost of testing the installation.