



Building Control Services

Craven District Council
 1 Belle Vue Square
 Broughton Road
 SKIPTON
 BD23 1FJ
 Tel: 01756 706469

APPLICATION FOR A REGULARISATION CERTIFICATE

The Building Act 1984
 The Building Regulations 2010

**Building Regulations
Plan Number:**

This form is to be filled in by the person (or his/her agent) who intends 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 use block capitals.

1	Applicants details (see note 1)		
	Name:	Email:	
	Address:		
	Postcode:	Tel No:	Fax No:

2	Agents details (if applicable – please note: If an Agent is stated all correspondence will be forwarded to them)		
	Name:	Email:	
	Address:		
	Postcode:	Tel No:	Fax No:

3	Location of building to which work relates		
	Address:		
	Post Code:	Tel No:	

4	Work carried out (see note 2)		
	Description:		

5	Date work was carried out		

6	What is present use?		
	What is previous use?		

7	Fees (see Guidance Note of Fees for information) N.B. When fees are based on estimated cost of the work a written estimate of the <i>total cost</i> of the work shown on the plans must be provided with the application.			
	£	Plus 22.5%	£	Total £
			Estimate Enclosed	YES <input type="checkbox"/> NO <input type="checkbox"/>

8	Services, means of: - (Private/Mains)		<u>For Office Use Only</u>	
	Water Supply		Cat. of Works:	
	Foul Water Drainage		Estimated Cost:	
	Surface Water Drainage		Area Officer:	

Statement This notice is given in relation to the building work as described, is submitted in accordance with Regulation 21 and is accompanied by the appropriate fee.

Name: _____ Signature: _____ Date: _____



For Office Use Only	
Date Paid	
Amount	
Receipt No.	

NOTES

1. The applicant is the building owner.
2. One copy of this notice should be completed and submitted with 1 copy of plans detailing the works which have been carried out.

Where Part B (Fire Safety) imposes a requirement in relation to building work a further two copies of the plans should be submitted

3. A regularisation application must be accompanied by the appropriate fee, payable as had the works not otherwise already been carried out, plus 22.5%. (VAT is not payable).

The appropriate fee is dependent upon the type of work carried out. Fee scales are set out in the Guidance Notes on Fees which is available.

4. 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.

5. These notes are for general guidance, full particulars of a "Regularisation" request are contained in Regulation 21 of the Building Regulations (Amendment) Regulation 1994, and in respect of fees, in 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 & Country Planning Act.

7. Further information and advice may be obtained from Building Control Services.