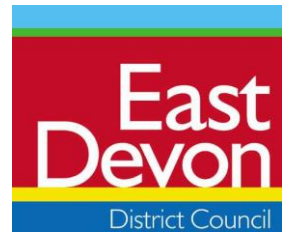


# Building Regulations APPLICATION FOR REGULARISATION CERTIFICATE

The Building Act 1984 and the Building Regulations 2010



**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: \_\_\_\_\_ Fax: \_\_\_\_\_ email: \_\_\_\_\_

## 2 Agent's details

Name: \_\_\_\_\_  
Address: \_\_\_\_\_  
Postcode: \_\_\_\_\_ Tel: \_\_\_\_\_ Fax: \_\_\_\_\_ email: \_\_\_\_\_

## 3 Location of building to which work relates

Address: \_\_\_\_\_  
\_\_\_\_\_ Postcode: \_\_\_\_\_

## 4 Work carried out

Description: \_\_\_\_\_  
\_\_\_\_\_

## 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 (m<sup>2</sup>) (if applicable) \_\_\_\_\_

## 8 Services

Means of water supply \_\_\_\_\_  
Foul Water Drainage \_\_\_\_\_ Surface Water Drainage \_\_\_\_\_

## 9 Statement

This notice, given in relation to the building work as described, is submitted in accordance with Regulation 18 and is accompanied by the appropriate charge.  
The use of the completed building \*IS / IS NOT a 'Designated use' described in the Regulatory Reform (Fire Safety) Order 2005. I have read the Guidance Notes overleaf.  
\*delete as appropriate

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. The **personal information** you provide will be processed by the Council in connection with the relevant legislation and may be used in furtherance of Section 17 of the Crime and Disorder Act. **Please note:** the Council has legal obligations to protect and provide information under the Data Protection Act 1998, the Freedom of Information Act 2000 and the Environmental Information Regulations 2004.

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

East Devon District Council  
The Knowle  
Sidmouth  
Devon EX10 8HL  
Tel : 01395 517482  
Fax : 01395 517551

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 11<sup>th</sup> NOVEMBER 1985.**



## Regularisation Charges

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