

**RUSHCLIFFE BOROUGH COUNCIL**

**BUILDING CONTROL SERVICE  
CIVIC CENTRE PAVILION ROAD  
WEST BRIDGFORD NOTTS NG2 5FE**

**Tel: 0115 914 8459 Fax: 0115 914 8452  
E-mail: buildingcontrol@rushcliffe.gov.uk**

**Application for a  
Regularisation Certificate**

The Building Act 1984  
The Building Regulations 2000

**Building Regulations  
Plan Number:**

*This form is to be filled in by the owner. If the form is unfamiliar read the notes overleaf first and phone us if you need any help. Please help us by writing clearly and completing the form in black or blue ink.*

**1 Owner**  
Name: \_\_\_\_\_  
Address: \_\_\_\_\_  
Tel: \_\_\_\_\_ Fax: \_\_\_\_\_ email: \_\_\_\_\_

**2 Builder's details** (if applicable - see note 2)  
Name: \_\_\_\_\_  
Address: \_\_\_\_\_  
Tel: \_\_\_\_\_ Fax: \_\_\_\_\_ email: \_\_\_\_\_

**3 Location of building to which work relates**  
Address: \_\_\_\_\_  
\_\_\_\_\_

**4 Description of unauthorised work**  
Description: \_\_\_\_\_  
\_\_\_\_\_

Date commenced : \_\_\_\_\_ Date Completed : \_\_\_\_\_

**5 Use of building**  
1. What is the main use of the building : \_\_\_\_\_  
2. Is the building put to a use which is designated for the purpose of the  
Fire Precautions Act 1971 (see note 4)? YES  NO

**6 Charge** (See separate guidance note) Total £  
Where the charge is based on schedule 3, please state the total estimated cost £

**7 Additional Information:** (please include brief details of how you calculated the above charge)

\_\_\_\_\_

\_\_\_\_\_

**8 Statement**  
This application for a Regularisation Certificate notice is given in relation to the building work as described, is submitted in accordance with Regulation 21(3) and is accompanied by the appropriate charge. I understand that the Borough Council may require me to take steps under regulation 21(4) to lay open unauthorised work for inspection before deciding if a Regularisation Certificate can be issued, and that the charge paid is not refundable.



Name: \_\_\_\_\_ Signature: \_\_\_\_\_ Date: \_\_\_\_\_

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## Notes

**1** One copy of this application should be completed and submitted, together with (so far as is reasonably practicable)

- a) A plan of the unauthorised works
- b) A plan showing any additional work proposed to secure compliance with the relevant Building Regulations.
- c) A site plan (1:500 scale is recommended)

Where Part B (Fire Safety) imposes a requirement in relation to your proposal, two extra copies of plans which show how you intend to comply with the requirements should also be deposited.

**2** Where the work has been carried out on your behalf by a builder, please confirm the name and address of the firm used and confirm the dates works were commenced and completed. If you carried out the work yourself it is only necessary to confirm the dates works were commenced and completed.

**3** A regularisation charge is payable in respect of applications for a Regularisation Certificate and must accompany your application. Details of how to calculate the correct charge are given on our separate charge guidance note which is available on request. Please note that no VAT is payable on applications for a Regularisation Certificate.

**4** 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 employers undertaking (N.B. there are exceptions).

Note that new dwellings, extensions to dwellings and similar domestic works are not designated uses under the Fire Precautions Act 1971.

**5** These notes are for general guidance only, particulars regarding the deposit of plans are contained in Regulation 21 of the Building Regulations 2000 and, in respect of charges, in the Building (Local Authority Charges) Regulations 1998.

**6** Persons proposing to carry out building work or make a material change of use of a building are reminded that permission may also be required under the Town and Country Planning Acts.

**7** Further information and advice concerning the Building Regulations and Planning matters may be obtained by ringing Rushcliffe on 0115 981 9911.

**Data protection - information given on this form will be recorded on computer and is subject to the provisions of the Data Protection Act, and the Borough Council's registration**