



# BUILDING CONTROL SERVICE

# REGULARISATION APPLICATION

Thanet Council Offices, P.O. Box 9,  
Cecil Street, Margate, Kent CT9 1XZ.  
Telephone: 01843 577522  
E-mail: building.control@thanet.gov.uk  
www.thanet.gov.uk

Please read the notes overleaf before completing this form

**1 Applicant's details** (see note 1)  
Name: (Mr/Mrs/Ms):                      Initial:                      Surname:  
Address:  
Postcode:                      Tel:                      Email:

**2 Agent's details** (if applicable see note 2)  
Name: (Mr/Mrs/Ms):                      Initial:                      Surname:  
Address:  
Postcode:                      Tel:                      Email:

**3 Location of building to which work relates** (see note 3)  
Address:  
Postcode:                      Tel:

**4 Details of the unauthorised work** (see note 4)  
Description:  
When was the work completed:

**5 Use of building** (see note 5)  
1. Please state the use of the building: (e.g. Dwelling)  
2. Indicate if the building is a workplace that will be subject to the provisions of the  
Regulatory Reform (Fire Safety) Order 2005 (see note 5)?                      YES / NO

**6 Fees** (see Guidance Note on fees for information)  
Regularisation fee: £  
Confirm who is to be invoiced for the Fee of Applicant  or Agent   
Note: Cancellation will incur a minimum fee of £35.00 for administration and officer time.

**7 Circumstances leading to the application for the regularisation certificate** (see note 7)  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**8 Statement**  
This notice is given in relation to the building work as described, it is submitted in accordance with Regulation 18 and is accompanied by the appropriate fee. I understand that in the event of the Authority being unable to determine compliance after taking all reasonable steps, the regularisation fee is not refundable. I will also ensure that as far as is reasonably practicable I will expose all works which the Authority feel appropriate to do so.  
Name:                      Signature:                      Date:



These notes are for general guidance only, particulars regarding the application for regularisation certificates are contained in regulation 18 of the Building Regulations 2010 and in respect of the Building (Local Authority Charges) Regulations 2010. Further advice may be obtained from Thanet District Council Building Control Services.

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## Notes on completing the form

1. The applicant must be the building owner at the time of the application.
2. The agent is any person engaged by the applicant to apply for a regularisation certificate upon his/her behalf.
3. To expedite your application, a location plan to a scale of not less than 1:1250 showing the size and position of the building would be beneficial.
4. Your application should include a plan showing full details where practical of the existing construction. Where applicable your application should also include a plan showing additional work to secure compliance with the relevant requirements of the Building Regulations. Where premises are subject to the provisions of the Regulatory Reform (Fire Safety) Order, two additional copies of the plan should also be included.
5. The Regulatory Reform (Fire Safety) Order 2005 applies to all premises that are a “workplace” and imposes a duty on the responsible person to comply with its requirements.  
  
Workplace includes any premises or parts of premises, not being domestic premises, used for the purposes of an employer’s undertaking and which are made available to an employee as a place of work.
6. The appropriate fee is dependent upon the type of work proposed. Fee scales and methods of calculation are set out in the Guidance Notes on Fees which are available on request.
7. Typical Circumstances may be where a builder or previous owner had for some reason failed to seek Building Regulation approval, or where it has been an oversight by the present owner.

Regulation 18 does not apply to building works carried out on or before 11th November 1985.

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## General notes relating to Regularisation

1. Upon receipt of your application you will be notified of a date of inspection by a Building Control Surveyor.
2. In order to be able to assess whether compliance with the regulations has been achieved, the Authority may require you to open up work where necessary. This being the case you will shortly receive a schedule of works to be exposed. This will usually follow the Building Control Surveyor's site visit.
3. It is important to note that should the Authority after taking all reasonable and practical steps find that they are unable to ascertain compliance with the requirements of the regulations, then a regularisation certificate will not be issued. In any case the Authority is under no obligation under Regulation 18 to accept an application.
4. Your attention is drawn to the Authority's enforcement powers under the Building Act which remain available to the Authority.
5. The Regulations do not provide specifically for a dispensation or relaxation, but they acknowledge that one can be made. Should you wish to apply for dispensation or relaxation of the specific requirement, you should clearly state your reasons for applying, and in your opinion the difficulties in meeting that requirement. However, in the case of the Authority disagreeing, there is no provision for appeal to the Department of Environment.