

Building Control

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Regularisation Application

Building control Service



Please read the notes overleaf before completing this form

1. Applicant details (see note 1)

Name: _____
*Email: _____
Telephone: _____

Address: _____

2. Agent details (if applicable see note 2)

Name: _____
*Email: _____
Telephone: _____

Address: _____

3. Location/address of building to which work relates (see note 3)

3. Details of unauthorised works (see note 4)

When was the work completed?

4. Use of the building/s (residential, commercial, vacant flat etc.)

1. What is the **current** and **proposed** building/extension use?

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**

5. Circumstances leading to the application for the regularisation certificate (see note 7)

6. Fees

Fees will be confirmed following submission of the Regularisation Form, or the first site visit.

Statement (see note 8): 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 feels appropriate to do so.

Name: _____

Signature: _____ Date: _____



Notes

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.

Notes on completing the form

* Please provide an email address; correspondence is sent via email where possible.

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, copies of the plan should also be included.

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

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. Formal acknowledgement will be sent with confirmation of the fee.
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.
8. The statement must be completed by either the applicant or agent acting on their behalf.

General notes relating to Regularisation

1. An acknowledgment letter will be sent upon receipt of your application, you must contact the Building Control Surveyor noted on your letter to arrange a site visit.
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. 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 1984 (as amended) 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, identifying 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.