



Building Control Service
 Council Offices, Holt Road, Cromer NR27 9EN
 Tel: (01263) 513811 Fax: 01263 516348
 Email: building.control@north-norfolk.gov.uk
 This form is to be filled in by the owner or agent. **Please type or use block letters.**
 If the form is unfamiliar, please read the notes on the next page or consult the office above

REGULARISATION CERTIFICATE APPLICATION

The Building Act 1984
The Building Regulations 2010

Building Regulations Plan No:

1

Applicants details

Full Name:
 Address:
 e-mail: Postcode: Tel:

2

Agents details

Name:
 Address:
 e-mail: Postcode: Tel:

3

Location of Unauthorised Work

Address:
 Postcode: Tel:

4

Description of Unauthorised Work

Description:

5

Planning

If the work has a planning consent, or there is a planning application in progress, please give the reference number

6

Use of building

1. If new or extension, please state proposed use
2. If existing building, state present use
3. The premises **IS/ISNOT** (PLEASE SELECT) intended to be put to a use which is a designated use for the purposes of the Fire Precautions Act 1971 and/or is covered by the Fire Precautions (Workplace) Regulations 1997

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Charges (see guidance note on charges for information)

Please state Table used (A-E) Category used (1-7)
 Estimated Cost (if applicable) £
 Regularisation Charge £

8

For Office Use Only

Date Deposited: O.S.Ref: Rec No:
 Regularisation Charge Received: Card / Cheque / Other Flat Rate / Estimate / New Dwellings
 Estimated Cost: Schedule: Debt Ref:

9

Statement

This notice is given in relation to the building work as described and submitted in accordance with Regulation 18 and is accompanied by the appropriate charge.



Name: Signature: Date:

NOTES

1. The applicant is the building 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.
3. A regularisation application must be accompanied by the appropriate charge, which is individually determined and you should therefore contact the Building Control Section. Charges and methods of calculation are set out in the Guidance Notes on Charges which is available on request.
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 only, full particulars of a "Regularisation" request are contained in Regulation 18 of the Building Regulations 2010, and in respect of fees the Building (Local Authority Charges) Regulations 2010.
6. Persons who have carried out the building work or have a material change of use of a building are reminded that permission may also have been required under the Town and Country Planning Act.
7. Further information and advice concerning Building Control and Planning matters may be obtained from your Local Authority.

North Norfolk District Council is registered under the Data Protection Act 1998 for the purpose of processing personal data in the performance of its legitimate business. Any information held by the Council will be processed in compliance with the principles set out in the Act.

The Council must protect the public funds it holds so any information you provide on this form may be used by the Council to prevent and/or detect fraud. The information may be shared, for the same purpose, with other organisations which handle public funds.

Further information relating to the Data Protection Act 1998 can be sent to you on request.

If you have any concerns about the processing of your personal data by the Council you may contact the Data Protection Officer at North Norfolk District Council or the Office of the Information Commissioner at Wycliffe House, Water Lane, Wilmslow, Cheshire, SK9 5AF.