



THE INFORMATION ON  
THIS FORM IS IN THE  
PUBLIC DOMAIN

APPLICATION FOR  
A REGULARISATION  
CERTIFICATE

The Building Act 1984  
The Building Regulations 2010

Building Regulations Ref Number:  
(office use only)  
**RG/20 /**

This form should be completed by the owner or agent. PLEASE TYPE OR USE BLOCK CAPITALS. If the form is unfamiliar, please read the notes on the back.

**1 Applicant's details (see note 1)**

Name: \_\_\_\_\_  
Address: \_\_\_\_\_  
\_\_\_\_\_  
Postcode: \_\_\_\_\_  
Tel: \_\_\_\_\_ Mob/Fax \_\_\_\_\_  
E-mail \_\_\_\_\_

**2 Agent's details (if applicable)**

Name: \_\_\_\_\_  
Address: \_\_\_\_\_  
\_\_\_\_\_  
Postcode: \_\_\_\_\_  
Tel: \_\_\_\_\_ Mob/Fax \_\_\_\_\_  
E-mail \_\_\_\_\_

**3 Location of building to which work relates**

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

**4 Work carried out**

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

**5 Date work was carried out (if not known give approximate date)**

\_\_\_\_\_

**Builder's details (if applicable)**

Name: \_\_\_\_\_ Address & Postcode: \_\_\_\_\_  
Tel: \_\_\_\_\_ Mob/Fax \_\_\_\_\_ E-mail \_\_\_\_\_

**6 What was previous use?**

\_\_\_\_\_

**What is present use?**

\_\_\_\_\_

**7 Fee – Total estimated cost: £**

**Fee enclosed: £**

Internal Floor area: \_\_\_\_\_ m<sup>2</sup>

**8 Services**

Means of water supply: \_\_\_\_\_  
Foul water drainage: \_\_\_\_\_ Surface water drainage: \_\_\_\_\_

**9 Statement**

This notice is given in relation to the building work as described, is submitted in accordance with Regulation 18 and is accompanied by the appropriate fee.  
The use of the completed building \*IS/IS NOT a use subject to the Regulatory Reform (Fire Safety) Order 2005. \*delete as appropriate

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

North Lincolnshire Council, Building Control Section  
Civic Centre, Ashby Road, Scunthorpe, DN16 1AB, North Lincolnshire  
Telephone: 01724 297411/13 /28 e-mail: buildingcontrol@northlincs.gov.uk  
Internet: www.northlincs.gov.uk

## Notes

1. The applicant is the building's owner.
2. One copy only 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 fee which is charged at a rate of 120% of the normal fee payable had the works not otherwise already been carried out (VAT is not payable).

4. The appropriate fee is dependent upon the type of work carried out. Fee scales and methods of calculation are set out in the guidance notes on fees, which is available on request.

5. In accordance with Building Regulation 18 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.

6. These notes are for general guidance only, full particulars regarding the deposit of plans are contained in The Building Regulations 2010 and in respect of fees the Building (Local Authority Charges) Regulations 2010.

7. Persons who have carried out building work, or have made a material change of use of a building, are reminded that permission may be required under the Town and Country Planning Acts.

8. Further information and advice concerning the Building Regulations and planning matters may be obtained from your local authority.

### **HAVE YOU ?**

- **Entered the applicant's full name.**
- **Entered the full postcode.**
- **Enclosed the appropriate fee.**
- **Signed the form.**
- **Enclosed a copy of all plans and details.**
- **Enclosed additional Fire Plans (if required).**