

APPLICATION FOR A REGULARISATION CERTIFICATE



www.carlisle.gov.uk

Building Control
Economic Development
Civic Centre, Carlisle,
Cumbria, CA3 8QG
Telephone: **01228 817184**
Fax: **01228 817513**
Email: **bc@carlisle.gov.uk**
Out of hours: answerphone: **01228 817197**
BT Typetalk: **18001 (01228) 817184**

The Building Act 1984
The Building Regulations 2010

OFFICE USE ONLY	
Application Number	
Regularisation Fee	Checked by

This form is to be filled in by the person who intends to carry out building work or agent. PLEASE TYPE or USE BLOCK CAPITALS. If the form is unfamiliar please read the separate guidance notes or consult the office indicated above

1 Applicant's address (see note 1)

Name:

Address:

Postcode:

Telephone:

Fax:

Email address:

2 Agent's address (if applicable)

Name:

Address:

Postcode:

Telephone:

Fax:

Email address:

3 Location of building to which work relates

Address:

Postcode:

4 Work carried out

Description:

Have you included a plan as existing plan as proposed

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

6 What was the previous use?

What is the present use?



Quality Assured
Building Control Services
Certificate N. FS 30696

7

Fee - Total estimated cost: £ _____ Fee enclosed: £ _____
 Floor area _____

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 building to which the Regulatory Reform (Fire Safety) order 2005 applies to. * delete as appropriate

Name: _____

Signature: _____

Date: _____

FOR COUNCIL USE ONLY

Initial Payment		Additional Payment
Fee Required		
Fee Received		
Date Received		
Paid By	Cheque/Credit/Debit/Cash/BACS/Internal transfer/Invoice	
Cheque No		
Name of Payee		
Purchase Order No		
Invoice No		
Internal Transfer Fund Code		
Receipt No		
Paying In Slip/Authorisation Code		
Payment Taken By		
Hours Allocated		
Rate Applied		
Rating		

Regularisation Certificate Guidance Notes

Building Control

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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 copy of the plans should be deposited.
3. A regularisation application must be accompanied by the appropriate fee, which is charged at a rate of 150% of the normal fee payable had the works not otherwise already been carried out (VAT is not payable).
4. The appropriate fee is dependant 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 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.
7. Persons who have carried out the building work or have made a material change of use of a building are reminded that permission may also have been required under the Town and Country Planning Act.
8. Further information and advice may be obtained from the Building Control, Economic Development, Civic Centre, Carlisle, Cumbria, CA3 8QG. Telephone: (01228) 817184.

DATA PROTECTION ACT 1998

Information contained in this form is personal data which will be held in electronic and manual files. The information will be used for building regulation purposes and will only be disclosed where there is a legal requirement in connection with the application
