

Regularisation Application

Building Act 1984, The Building Regulations 2000

This form is to be filled in by the person who intends to carry out building work or agent. If the form is unfamiliar please read the notes below or consult the office indicated above. The highlighted fields must be filled.

1. Applicant's Details (see note 1)

Title	<input type="text"/>	First name	<input type="text"/>	Last name	<input type="text"/>
House no.	<input type="text"/>	Building name	<input type="text"/>		
Street	<input type="text"/>			Town	<input type="text"/>
Postcode	<input type="text"/>			Phone number	<input type="text"/>
Mobile	<input type="text"/>			Email	<input type="text"/>

2. Agent's Details (if applicable)

Title	<input type="text"/>	First name	<input type="text"/>	Last name	<input type="text"/>
House no.	<input type="text"/>	Building name	<input type="text"/>		
Street	<input type="text"/>			Town	<input type="text"/>
Postcode	<input type="text"/>			Phone	<input type="text"/>
Mobile	<input type="text"/>			Email	<input type="text"/>

3. Location of building to which work relates

House no.	<input type="text"/>	Building name	<input type="text"/>		
Street	<input type="text"/>			Town	<input type="text"/>
Postcode	<input type="text"/>				

Why not pay over the phone? Call 01322 343 238 to use this facility.

4. Work carried out (description)

Description

5. Use of building

If new building or extension, please state proposed use

Is the building to be put, or intended to be put, to a use which is designated for the purpose of the RRO Fire Safety (see note 5)

Yes

6. Fees (see note 8 for information)

If Table 1 work please state the total number of dwellings

If Table 2 please state floor area (M²)

If Table 3 work please state the estimated cost of work excluding VAT (£)

Regularisation fee = 120% x (Plan fee + Inspection fee). Total (£)

Note: The fee is not subject to VAT

7. Statement

I hereby apply for a Regularisation Certificate under Regulation 21(3) and is accompanied by the appropriate plans and details together with the fee.

I also enclose full details of further works necessary to gain compliance with Building Regulations.

Was the work for the benefit of a disabled person? Yes

If YES, I certify that the 'disabled person' is a person who is within one of the descriptions to which Section 29 of the National Assistance Act 1948 applies, and I attach documentary evidence in confirmation.

Why not pay over the phone? Call 01322 343 238 to use this facility.

Regularisation Application Notes

1. The applicant is the owner of the building.
2. A plan of the unauthorised work should accompany the application, plus details of any additional work that is required to secure compliance with the regulations. Please contact the Building Control Officer to confirm what particular details may be necessary in your application.
3. Guidance notes on fees indicate the standard fee payable. For regularisation applications the fee is 120% of the combined plan and inspection fee and is payable upon submission of the application (not subject to VAT).
4. Completion of this form and acceptance of the regularisation application shall not be deemed acceptance by the Council that the work is capable of being altered to achieve compliance with the Building Regulations. Neither does it imply that a Regularisation Certificate will be issued.
5. The local authority may require the owner to take reasonable steps, including laying open the unauthorised work for inspection by the authority, making tests and taking samples, as the authority thinks appropriate to ascertain what work, if any, is required to secure that the relevant requirements are met.
6. This application must be signed by the owner of the work.
7. These notes are for guidance only; particulars regarding regularisation of unauthorised building work are contained in Regulation 21 of the Building Regulations 2000 and in respect of fees, the Council's adopted fee table.
8. Persons regularising building work or a material change of use of a building are reminded that permission may be required under the Town and Country Planning Acts.
9. Further advice concerning the Building Regulations and Planning Permission may be obtained from the local authority.

NB: documents submitted electronically using the Council's e-Procurement system will, upon being submitted, be deemed to be signed as per the Electronic Communications Act 2000

Data Protection Act 1998 Privacy Notice Clause

What information do we collect about you?

We collect information about you when you register or apply for a Council service. We also collect information when you voluntarily complete customer surveys, provide feedback and participate in competitions. Website usage information is collected using cookies.

How will we use the information about you?

Personal information which you supply to The Dartford Borough Council may be used in a number of ways, for example:

- To make decisions
- For fraud prevention
- For audit and debt collection
- For data matching initiatives
- For the assessment or collection of any tax or duty
- For the apprehension or prosecution of offenders
- For electoral registration purposes
- To assist in other Council statutory functions such as Environmental Health or Planning
- For statistical analysis

We may check and/or share your information with, and receive information about you from other sources within the Council, fraud prevention agencies, HM Revenue and Customs, Courts, Bailiffs, Department of Works and Pensions, UK Border Agency, Audit Commission, other councils and organisations that are legally entitled to check, receive or share the information.

We may make a search (including making enquiries about principal directors) with a Credit Reference Agency. The Credit Reference Agency will keep a record of that search and may share the information with other businesses.

We will create and maintain computer and/or paper records on you.

Why not pay over the phone? Call 01322 343 238 to use this facility.