



Website: www.dover.gov.uk

Regularisation Application

Telephone 01304 872495
buildingcontrol@dover.gov.uk



If you have any queries please contact the Building Control Team for assistance on 01304 872495.

1. Applicant details (see guidance note 1)

Company/Name
Address.....
Postcode..... Home Number..... Mobile Number
E-mail

2. Agent details (see guidance note 2)

Please tick if not applicable
Company/Name
Address.....
Postcode..... Work Number..... Mobile Number
E-mail

3. Location of building to which work carried out relates (see guidance note 3)

Please tick if the address is the same as applicants (Section 1)
Address.....
Number of storeys Current use of building..... Previous use of building.....
Works carried out
Date work was carried out (if not known, give an approximate date)

4. Type of Work Carried Out (see guidance note 6)

	Please Tick	Relevant Amount
New dwelling(s)		No
Extension(s) internal floor area		M ²
Loft conversion internal floor area		M ²
New garage internal floor area		M ²
Garage conversion internal floor area		M ²
Re-roof		Yes No
Replacement windows and/or doors		No
All non-domestic work & any domestic work NOT specified above or in Table 2 of the fees sheet. Please describe and provide an estimated cost of works:		Estimated Cost £.....

5. Electrical Installations – Part P Compliance (see guidance note 7)

- Please tick if Part P is not applicable

All electrical works relating to this application **HAVE BEEN** carried out by self-certifiable, Part P registered electrician.

- Please tick if you **AGREE** with the above statement.

If you have not used a Part P registered electrician then an **ADDITIONAL** fee of £245.50 will need to be added to the application to ensure that our electrical agents attend site and regularise the electrical installation and ensure compliance.

- Please tick if you have enclosed the **ADDITIONAL** fee and require our electrical agents to inspect the electrical installation.

For a further explanation of electrical Part P compliance please look at the guidance notes section 7 or call Building Control directly on 01304 872495

Without Part P compliance the application will not be signed off and an additional fee will be required

6. Regularisation charge (see guidance note 8)

Total charge (No VAT Payable) £..... Please select: Paid To Pay by Card Cheque

7. Check list

- I have completed all the relevant sections and have read the guidance notes where needed.
- I have included the correct fee and made the cheque payable to **Dover District Council**. Or
- I have noted that I will call to pay by debit/credit card over the telephone.
- I have included a block plan at a scale of no less than 1:1250** (See guidance note 10)

Name..... **Date**.....

Please return completed form to: Building Control, Dover District Council, White Cliffs Business Park, Dover, Kent. CT16 3PJ

or return by e-mail to: buildingcontrol@dover.gov.uk

Please Note:

In accordance with Regulation 18 of the Building Regulations 2010 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 council thinks appropriate, to ascertain what work, if any, is required to secure compliance with the relevant regulations.

A regularisation application can only be submitted if the work commenced on or after the **11th November 1985** and is now completed or substantially completed