

# REGULARISATION CERTIFICATE APPLICATION FORM

The Building Act 1984  
Building Regulations 2010

## REGULATORY SERVICES

Maidstone House, King Street, Maidstone, Kent, ME15 6JQ  
Tel: 01622 602701  
Email: [building@maidstone.gov.uk](mailto:building@maidstone.gov.uk)

Reference N°: (Office use only)

To be completed by the person intending to carry out the work or their agent. Please read the notes on the reverse.

**1 Applicant Details** (See Note 2) Name: \_\_\_\_\_  
Address: \_\_\_\_\_  
Postcode: \_\_\_\_\_ Tel: \_\_\_\_\_ Email: \_\_\_\_\_

**2 Agents Details** (if applicable) Name: \_\_\_\_\_  
Address: \_\_\_\_\_  
Postcode: \_\_\_\_\_ Tel: \_\_\_\_\_ Email: \_\_\_\_\_

**3 Address or Location of Building/Site where work is to be carried out**  
\_\_\_\_\_

**4 Details of Work carried out** (See Note 7)

<b>Description</b> _____	<b>Date carried out</b> _____
<b>Current Use</b> e.g. Domestic _____	<b>Previous Use</b> (if different) _____

**Part P Electrical Safety** Was the person who carried out notifiable work registered under an approved Government scheme and will they provide a certificate to this effect? Y/N

<b>Water Supply</b> _____	<b>Foul Water Drainage</b> _____	<b>Surface Water Drainage</b> _____
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**5 Fees** (See Notes 6/8 & separate Guidance Notes for information)

Domestic Garages, Extensions & Loft Conversions	Floor Area m <sup>2</sup>	<input type="text"/>	M <sup>2</sup>
Estimated cost of works (Domestic Garages, Extensions and Loft Conversions over 100m <sup>2</sup> and all alterations)	ESTIMATE	£	<input type="text"/>
<b>Normal NET Fee</b> £ <input type="text"/>	<b>+20%</b> £ <input type="text"/>	<b>TOTAL FEE SUBMITTED</b>	£ <input type="text"/>

**6 Statement:** This application is made in relation to the building work as described above and is submitted in accordance with Regulation 21 accompanied by the appropriate fee. I understand that there is no obligation on the council to issue a Regularisation Certificate unless they are entirely satisfied that the works fully comply with the Building Regulations and that this may involve opening up construction for inspection and testing. [See Note 4]

Name: \_\_\_\_\_ Signature [See Note 2]: \_\_\_\_\_  
Date: \_\_\_\_\_



1. Maidstone Borough Council takes its obligations under the Data Protection Legislation very seriously and will not disclose information to any unauthorised person. Information may be shared with other services within the Council or disclosed to other Local and Public Authorities or Government agencies that have a legitimate reason to request the disclosure. The Council is under a duty to protect the public funds that it administers and to this end, it may use the information that you have provided for the prevention and detection of crime and / or fraud. It may also share this information with other bodies responsible for auditing or administering public funds for these purposes. If you wish to know more about the uses to which the information may be put by the Council, please contact the Assistant Director of Environmental and regulatory Services.
2. The applicant is the person on whose behalf the work was carried out, e.g. the owner of the building. Only one copy of this form is required. **This application must be signed by the owner of the building.**
3. This form should be completed and submitted together with a plan of the unauthorised work as well as a further plan or specification to indicate further work to achieve compliance with the Building Regulations. For commercial premises there is a need to provide 2 copies of a fire strategy plan.
4. In order to secure evidence of compliance we may request additional details regarding the work such as plans, details, surveys, tests, calculations, specifications or taking samples.
5. Where building close to or over a public sewer retrospective permission may need to be sought from Southern Water. This could be refused. Where joined onto existing drainage there may be a need to provide a condition survey and report to prove suitability.
6. There is no VAT element in a Regularisation application fee however the fee is 120% of the normal net fee.
7. Please keep descriptions brief, for example "single storey rear extension". If carrying out alterations please state what these are.
8. Estimates should be a full market price including labour even if it is DIY. The reason for this is that charges have been set relating to our time on each estimated cost and so an artificially low estimate would result in us not recovering our cost. Estimate we consider unreasonably low will result in the application being made invalid.
9. Building Notice charges are payable at the time of submission. If work does not commence the notice will be made invalid after a period of 3 years from the date of submission.
10. The notes are for general guidance only. For more complete information please consult Regulation 18 of the Building Regulations (as amended).
11. The Building Act, The Building Regulations and supporting documents such as the Approved Documents can be downloaded from the Planning Portal: [www.planningportal.co.uk](http://www.planningportal.co.uk)
12. Building Regulation and Planning are two different permissions. Permission under the Building Regulations does not mean that the work has planning permission. Not all work requires both Building Regulation and Planning permission.
13. Further information on permission required can be obtained from the planning portal.

**Completion of this form and acceptance of the Regularisation fee shall not be deemed to be acceptance by the council that the work is capable of being altered to achieve compliance with the building regulations.**

**Unless entirely satisfied that the work complies with building regulations and associated legislation, the Regularisation Certificate may be refused. The council will not be held liable for costs or losses associated with such refusal.**

5. Where building close to or over a public sewer retrospective permission may need to be sought from Southern Water. This could be refused. Where joined onto existing drainage there may be a need to provide a condition survey and report to prove suitability.