



APPLICATION FOR A REGULARISATION CERTIFICATE

The Building Act 1984
The Building Regulations 2010

This form should be completed by the owner or agent for work completed after November 1985. If the form is unfamiliar, please read the notes on the back. **Please ensure all answers are easily readable and the form is signed.**

1 Applicant's Details (see note 1) Name: Address: Postcode: Tel: E-mail	2 Agent's Details (if applicable) Name: Address: Postcode: Tel: E-mail
---	--

3 Address of building to which work relates:

4 Description of work that has been carried out:

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

6 What was previous use?
What is present use?

7 Fee Information **Total estimated cost:** £ _____ **Floor area:** _____ sq m
All fees for regularisation application are individual determined charges up to a maximum of 160% of the equivalent Full Plans Application Charge. Please send details of the work that needs to be regularised to building.control@bury.gov.uk for a fee quote or ring the Building Control helpline 0161 253 5313.

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 charge.
The use of the completed buildings IS / IS NOT (Please delete as applicable) used as a workplace as defined in The Fire Regulatory Reform (Fire Safety) Order 2005.

Please e-mail to building.control@bury.gov.uk or post to Building Control 3 Knowsley Place Duke Street Bury BL9 0EJ	Signed: _____ Print Name _____ On behalf of: _____ Date: _____
---	---

Guidance Notes

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 two copies of the plans should be deposited if not electronically provided.

3. Only work completed after November 1985 can be regularised.
4. The appropriate charge is dependent upon the type of work carried out. All regularisation charges are individually determined but can be up to 160% of the cost of the equivalent Full Plan Application charge. Please send details of the work that need to be regularised to building.control@bury.gov.uk for a fee quote.
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. Further information and advice may be obtained from www.bury.gov.uk/buildingcontrol (Information Leaflet - Regularisation Certificates) or the Building Control helpline - 0161-253-5313
8. 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. Please check using the **Planning Portal** at www.planningportal.gov.uk or ring the planning help line on 0161 253 5432.