

# Regularisation Application

The Building Act 1984  
The Building Regulations 2010



This Regularisation Application conforms to the Building Regulations 2010 and may be used for submissions to any Local Authority in England and Wales.

This form is to be filled in by the person who intends to carry out building work or their agent. If the form is unfamiliar please read the notes on the reverse side or consult the above office. Please type or use block capitals.

## 1 Applicant's details (see note 1)

Name: \_\_\_\_\_  
Address: \_\_\_\_\_  
Postcode: \_\_\_\_\_ Tel: \_\_\_\_\_ Email: \_\_\_\_\_

## 2 Agent's details (if applicable)

Name: \_\_\_\_\_  
Address: \_\_\_\_\_  
Postcode: \_\_\_\_\_ Tel: \_\_\_\_\_ Email: \_\_\_\_\_

## 3 Location of building which work relates

Address: \_\_\_\_\_  
Postcode: \_\_\_\_\_

## 4 Proposed Work (see note 6)

Description of works carried out: \_\_\_\_\_

Approximate date works were carried out:

Previous use of building:

New use of building:

## 5 Fees (see Guidance Notes on Building Control Fees sheet for information)

Table 1 – Number of new dwellings - \_\_\_\_\_  
Table 2 – Class Number- \_\_\_\_\_ Total floor area (where applicable) \_\_\_\_\_ m<sup>2</sup>  
Estimated cost of works- £ \_\_\_\_\_  
Regularisation Charge- £ \_\_\_\_\_

## 6 Additional Information:

Please include any additional information which may assist us in processing your application.

## 7 Statement

This notice is given in relation to the building work as described, is submitted in accordance with Regulation 11(1)(b) and is accompanied by the appropriate fee.

Name: \_\_\_\_\_ Date: \_\_\_\_\_

Civic Centre, Castle Hill Avenue, Folkestone, Kent, CT20 2QY  
Email: [building.control@folkestone-hythe.gov.uk](mailto:building.control@folkestone-hythe.gov.uk)  
Tel: 01303 853538



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## Notes

**1** The applicant is the building owner.

**2** One copy only of this notice should be completed and submitted with plans and particulars indicating the works carried out and the necessary works (if required) to achieve compliance with the Building Regulations.

**3** A regularisation application must be accompanied by the appropriate fee, which is charged at a rate of the normal fee payable had the works not otherwise already been carried plus 20% (VAT is not payable).

**4** In accordance with the Building Regulation 21 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.

**5** The notes are for general guidance only, full particulars of a Regularisation request are contained in Regulation 21 of the Building Regulations 2000 (as amended) and in respect of fees, in the Building (Local Authority Charges) Regulations 1998.

**6** 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 & Country Planning Act.

**7** Further information and advice may be obtained from your local authority.

**8** An application for a Regularisation Certificate in respect of unauthorised building works can only be applied for if the works commenced on or after 11<sup>th</sup> November 1985.