

Application for Regularisation of Unauthorised Building Work

The Building Regulations 2000 Building Act 1984

Plan Number

For Official Use Only

As the owner of the building noted below I apply for a Regularisation Certificate under Regulation 20 of the above Regulations

This form is to be filled in by the person who intends to carry out building work or his/her agent. If the form is unfamiliar please read the notes on the next page or consult the office indicated at the address below.

1	Applicant's Details Full Name: _____ E-mail: _____ Address: _____ Postcode: _____ Tel: _____ Fax: _____
2	Agent's Details, if applicable Name: _____ E-mail: _____ Address: _____ Postcode: _____ Tel: _____ Fax: _____
3	Location of building to which work relates Address: _____ Postcode: _____ Tel: _____ Fax: _____
4	Proposed Work (see notes 4, 5 and 6) Description: Date of completion:
5	Use of Building 1. If new build or extension state proposed use: 2. If existing building state present use:
6	Please note: All Cheques should be made payable to East Staffordshire Borough Council Charges (for details of charges please see separate information sheets) 1. If schedule 1 work please state number of dwellings: under 300m ² : _____ Over 300m ² : _____ 2. If schedule 2 work please state floor area: _____ m ² 3. If schedule 3 work please state the estimated cost of work excluding VAT: £ _____ Building Notice Charge: £ _____ Plus VAT: £ _____ Total: £ _____
7	Has a planning application been submitted in respect of this work? If YES, please state application number:
8	Statement This notice is given in relation to the building work as described, and is submitted in accordance with Regulation 12 (2)(a). Name: _____ Date: _____ Signature: _____