

# Application for a Regularisation Certificate

Please read the notes on reverse before completing this form.

Please complete all sections of this form in block capitals in blue or black ink.

## 1 APPLICANT

Forename(s) \_\_\_\_\_ Surname \_\_\_\_\_  
 Address \_\_\_\_\_  
 Postcode \_\_\_\_\_ Telephone \_\_\_\_\_ Email \_\_\_\_\_

## 2 AGENT

Name \_\_\_\_\_  
 Address \_\_\_\_\_  
 Postcode \_\_\_\_\_ Telephone \_\_\_\_\_ Email \_\_\_\_\_

## 3 LOCATION OF BUILDING TO WHICH WORK RELATES

Address \_\_\_\_\_  
 Post code \_\_\_\_\_

## 4 DETAILS OF WORK CARRIED OUT

Description \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

**Date work was carried out** (if not known give approximate date) \_\_\_\_\_

**What was previous use?** \_\_\_\_\_

**What is its present use?** \_\_\_\_\_

## 5 FEE

Total cost of works \_\_\_\_\_  
 Floor area of new extension/loft conversion \_\_\_\_\_  
 Fee enclosed \_\_\_\_\_

## 6 DECLARATION

This notice is given in relation to the building work as described and is submitted in accordance with Regulation 13(a) and is accompanied by the appropriate fee.

Signed \_\_\_\_\_ Date \_\_\_\_\_

Print name \_\_\_\_\_

*For guidance notes, please turn over*



LONDON BOROUGH OF  
**BEXLEY**

## Guidance notes:

1. A Regularisation application can only be submitted for works commenced on or after 11th November 1985.
2. One copy of this notice should be completed and submitted with plans and particulars and structural calculations (where appropriate) indicating the works carried out.  
  
Should works come under the Regulatory Reform (Fire Safety) Order 2005, then a further two sets of plans will be required with the submission.  
  
Plans must be submitted where application is for an extension or loft conversion.
3. A Regularisation application must be accompanied by the appropriate fee. Please see the Building Control Guidance Notes on Charges for the correct fee.
4. In accordance with Building Regulation 13A, the Council may require 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. These notes are for general guidance only. Full particulars of a Regularisation request are contained in Regulation 13A of the Building Regulations (Amendment) 1994 and in respect of fee the Building (Local Authority Charges) Regulations 2010.
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 and Country Planning Act.
7. Further information can be obtained at:

### **Building Control**

Civic Offices  
2 Watling Street  
Bexleyheath  
Kent DA6 7AT

[www.bexley.gov.uk](http://www.bexley.gov.uk)

020 8303 7777

