

Application for Regularisation Certificate

This form is to be filled in by the applicant responsible for the work or his/her agent. If the form is unfamiliar, please read the notes on the reverse side or consult the following office: Building Control Department, County Hall, Mold, CH7 6NF (Tel:01352 703647 Fax: 01352 703615). Please type or use block capitals and return this form to the above address.

1. Name and Address of Applicant (See Note 1)

Name of Applicant: _____
Address: _____
Post Code: _____
Telephone: _____ Fax: _____

5. Name and Address of Agent (if any)

Name of Agent: _____
Address: _____
Post Code: _____
Telephone: _____ Fax: _____

2. Location of Site

Full address or location of the land to which this application relates if different from 1. above: _____
Post Code: _____

3. Work Carried Out

Please give a description of the work carried out: _____

Is the proposed work, or any part of it, subject to a current LANTAC approval (See note 9): ☐ Yes ☐ No

Describe the mode of drainage for:-

a) Surface water: _____

b) Foul water: _____

What is your intended water supply? _____

Please state number of storeys: _____

Date work carried out: _____

6. Intended Use of Buildings (Residential, Office, etc.)

If new building or extension, please state proposed use: _____

If existing building, please state the present use: _____

Is the building put or intended to be put to a use which is designated for the purpose of the Fire Precautions Act 1971:

(See note 8): ☐ Yes ☐ No

7. Fees

If Schedule 1 work, please state:

a) Total number of dwellings: _____

b) Total number of dwelling types: _____

If Schedule 2 work, please state:

Floor area (measured in m²): _____

If Schedule 3 work, please state:

Estimated cost of work excluding VAT £ _____

Fee Enclosed

Regularisation Fee £ _____

4. Further Information

8. Declaration

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

Signed: _____

Name: _____

Date: _____

NOTES

1. The applicant is the person on whose behalf the work has been carried out.
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.
3. A regularisation application must be accompanied by the appropriate fee, which is charged at a rate of 150% of the normal fee payable had the works not otherwise already been carried out (VAT is not payable).
4. The appropriate fee is dependent upon the type of work carried out. Fees scales and methods of calculation are set out in the Guidance Notes on Fees which are available on request.
5. In accordance with 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.
6. These notes are for general guidance only, full particulars of a "Regularisation" request are contained in Regulation 13A of the Building Regulations (Amendment) Regulations 1994, and in respect of fees the Building (Prescribed Fees) Regulations 1994.
7. 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.
8. Premises currently designated for the purpose of the Fire Precautions Act 1971 are:
 - Premises within the Fire Precautions (Hotels and Boarding Houses) Order 1972.
 - Premises within the Fire Precautions (Factories, Offices, Shops and Railway Premises) Order 1989.
9. LABC Services provides National Type Approval for a range of building types, building systems and major building elements where they are used repeatedly. If the work proposed, or any part of it, is subject to LANTAC approval please answer yes and enclose a copy of the appropriate current certificate(s). If there is any variation in this proposal from that shown on the LANTAC type approved plans attention should be drawn to it in a covering letter. Further information on LANTAC schemes is available from your local Building Control Services office or LANTAC, 35 Great Smith Street, Westminster, London SW1 3BJ
10. Further information and advice may be obtained from the Building Control Section at the address shown overleaf.