

Application for

Regularisation Certificate (England)

Building Act 1984, Building Safety Act 2022, The Building Regulations 2010 (as amended).

This form is to be filled in by the person or an agent who has carried out the building work. If the form is unfamiliar, please read the notes below or consult the office indicated above.

1. Applicant details

Name	
Address (Including Postcode)	
Email	
Mobile	
Telephone	

2. Agent details (where different from the applicant)

Name	
Address (Including Postcode)	
Email	
Mobile	
Telephone	

3. Location of the building to which the work relates

Same address as Applicants	Yes	No - Please give details below
Address (Including Postcode)		



Dover District Council,
White Cliffs Business Park,
Dover, Kent. CT16 3PJ.
Contact Number: 01304 872495
E-mail: Building.control@dover.gov.uk

4. Description of unauthorised work (Please provide detailed description below)

Date work was carried out

Does the electrical installation related to this work also need to be regularised as part of this application?

Yes

No

If Yes refer to guidance note 7.

5. Use of building and relevant details

What is the present use?

What was the previous use?

Is the building to be put, or intended to be put, to a use which is designated as a relevant building for the purposes of the Regulatory Reform (Fire Safety) Order 2005.

Yes

No

6. Fees

Please Tick

Relevant amount

New dwelling(s)		
Extension(s) internal floor area		M ²
Loft conversion internal floor area		M ²
New garage internal floor area		M ²
Garage conversion internal floor area		M ²
Re-roof		Yes No
Replacement windows and/or doors		
All non-domestic work & any domestic work NOT specified above or in Table 2 of the fees sheet. Please describe and provide an estimated cost of works:		Estimated Cost £

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7. Electrical Installations – Part P Compliance

Part P is not applicable	Yes	No
All electrical works relating to this application was carried out by a self-certifiable, Part P Registered electrician.	Yes	No
If you did not use a Part P registered electrician then an additional fee will be required.	Yes	No
You have enclosed the ADDITIONAL fee and require our electrical agents to inspect the electrical installation.	Yes	No
For a further explanation of electrical Part P compliance please look at the guidance notes section 7 or call Building Control directly on 01304 872495		

8. Statement

This notice is given in relation to the building work as described and is made in accordance with Regulation 18(2)(A) and is accompanied by the appropriate charge, the “as built” plans, and plans of the work proposed to enable compliance. I understand that any work as instructed by the council will have to be laid open for inspection, making tests and taking samples as appropriate to ascertain what work, if any, is required to secure that the relevant requirements are met.

Name:		Signature:		Date:	
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Please return completed form to: Building Control, Dover District Council, White Cliffs Business Park, Dover, Kent, CT16 3PJ.

Or return by e-mail to: building.control@dover.gov.uk