

Regularisation Guidance Notes Sheet

1. The applicant is the person on whose behalf the work is being carried out, e.g., the building's owner.
2. As far as is reasonably practicable, a plan of the unauthorised work should accompany the application, plus details of any additional work that is required to secure compliance with the regulations.
3. Completion of this form and acceptance of the Regularisation charge shall not be deemed acceptance by the council that the work is capable of being altered to achieve compliance with the regulations. Neither does it imply that a Regularisation Certificate will be issued.
4. Subject to certain exceptions, a Regularisation Certificate attracts a charge payable by the person by whom or on whose behalf the application is being submitted. Please be aware that work will not progress on your application unless applicable fees have been paid.

For more information on charges relating to your project please see our website [here](#) or telephone our administration team on 01304 872495.

Legislation relating to fees is contained in the Building (Local Authority Charges) Regulations 2010.

5. The Regulatory Reform (Fire Safety) Order 2005 applies to all premises that are 'workplaces'. It also applies to the common (shared) areas of residential buildings such as flats, hostels, and care homes.

'Workplace' includes any premises or parts of premises, not being domestic premises, used for the purpose of an employer's understanding and which are made available to an employee as a place of work.

6. All communications will be made electronically, where possible, unless we have been advised differently, under The Building (Electronic Communications) order 2008.
7. If you did not use an electrician registered under a government approved Competent Person Scheme this element can form part of this application which will incur an additional charge.

The charge will be dependent on the scope of the works already carried out. Please contact us for advice on the additional fee payable.

8. Planning Permission may also be required for the proposed building work or change of use for further information please contact your Local Authority Planning Department.
9. Where the council has been able to satisfy itself, after taking all reasonable steps for that purpose that:
 - i. The relevant requirements have been satisfied (taking account of any work carried out and any dispensation or relaxation given in accordance with sections 8 and 9 of, and Schedule 2 to, the Act) or
 - ii. No work is required to secure that the unauthorised work satisfies the relevant requirements (taking account of any such dispensation or relaxation), may give a certificate to that effect. A Regularisation Certificate shall be evidence (but not conclusive evidence) that the relevant requirements specified in the certificate have been complied with.
10. You may submit this form and any plans by email to Building.control@dover.gov.uk (please note we can only accept a maximum limit of 10MB per email with attachments you may have to split the email or use our Online Submission Portal on our website). We can accept payment over the telephone (01304 872495) via debit/credit card (please note we do not accept American Express).
11. You can obtain further information and advice concerning Building Regulations from our website [here](#) and the LABC website [LABC Front Door](#).