

Building Consultancy Services

Building Act 1984
The Building Regulations 2010 (as amended)



REGULARISATION CERTIFICATE SUBMISSION

FOR OFFICE USE ONLY

Received: _____

Plan No: _____

FOR OFFICE USE ONLY

Fee: _____

Receipt No: _____

Date: _____

This form is to be completed by the person who has carried out building work or their agent. It must be accompanied by drawings as indicated overleaf.

1 Applicant's Details

Name: _____ E-Mail: _____
Address: _____
Mobile: _____ Tel: _____ Fax: _____

2 Agent Details (if applicable)

Name: _____ E-Mail: _____
Address: _____
Mobile: _____ Tel: _____ Fax: _____

3 Location of Building to which Work Relates

Address: _____
Mobile: _____ Tel: _____ Fax: _____

4 Description of the building work

Description: _____
Date of Construction: _____

4a Means of Escape Design

Confirm design below:-

1. British Standard	Y	N
2. Approved Document	Y	N
3. Other (specify)		

5 Use of Building

1. Please state the present use of the building/extension: _____
2. Please state any previous use of the building/extension: _____

6 Fees (see notes 3,4 and 5 overleaf)

1. If Schedule 1 work please state the number of dwellings with a floor area in excess of 300m² and / or having more than 3 storeys _____
2. If Schedule 2 work please state the floor area _____ m²
3. If Schedule 3 work please state the cost of the work excluding VAT _____

7 I will provide an electrical installation certificate and the schedule of test results issued by a competent electrical engineer, for any domestic/mixed use electrical installation forming part of this application.

8 Statement

This notice is given in relation to the building work as described, is submitted in accordance with Regulation 18 and is accompanied by the appropriate fee. I agree to expose any parts of the work carried out, for inspection by Officers of the Council's Building Consultancy Service.

Name: _____ Signature: _____
Date: _____

Notes

1. **The applicant** is the person on whose behalf the work has been carried out, e.g. the owner of the building.
2. **Two** copies of this application form should be completed and submitted with **two** plans and particulars showing how the alterations/building/ extension(s) have been constructed.
3. Subject to certain exceptions a **Regularisation Certificate application attracts a fee**, (known as the Regularisation Charge), which is payable by the person by whom or on whose behalf the building work has been carried out. This fee is payable at the time the application is submitted. This Regularisation Charge is a single payment in respect of each building, to cover all site visits and consultations that may be necessary to assess whether or not the work has been carried out in a manner that complies with the Building Regulations. **Please note that Building Regulation charges for Regularisation applications are not refundable.**
4. The Regularisation Charge payable is calculated in accordance with the current Building (Local Authority Charges) Regulations. Details of the fee payable is available from the Building Consultancy, Borough of Poole, Civic Centre, Poole, Dorset, BH15 2RU
- 4.1 Schedule 1 describes the Regularisation Charge payable for small domestic buildings, (dwellings up to 300m² floor area, or three storeys high);
- 4.2 Schedule 2 describes the Regularisation Charge payable for extensions to a dwelling house, (up to 60 m² floor area), and the addition of a garage or carport.
- 4.3 Schedule 3 describes the Regularisation Charge payable for all other building work.
- 4.4 **Payment** - Cheques should be made payable to: **"Borough of Poole"**. Other payment methods that we accept are:- cash or debit/credit card (in person at the Civic Centre or telephone 01202 633250).
5. **These notes are for general guidance only**, particulars regarding the submission of Regularisation Certificate applications are contained in Regulation 21 of the Building Regulations 2000 (as amended) and in respect of charges, in the Building (Local Authority Charges) Regulations 1998 and the Borough of Poole's, current Scheme of Charges.
6. Persons who have carried out building work or who have made a material change of use of a building are reminded that permission may have also been required under the **Town and Country Planning Acts**.
7. **Further information** and advice may be obtained from Building Consultancy Services in respect of Building Regulation applications and Planning Design and Control Services in respect of Planning requirements.
8. The term '**competent person**' means a person or company that is registered with a competent persons scheme in respect of a number of specific work areas, including electrical installation work. To achieve membership a formal registration and assessment of competency will be made by the competent person scheme operator

9. GDPR Data Statement

Borough of Poole is collecting this information, via this form, in order to perform this service or function, and if further information is needed in order to do so, you may be contacted using the details provided.

In performing this service, we may share your information with other organisations or departments, but only when it is satisfied that it is necessary to perform a public task, or to exercise its statutory duties to do so.

We may also share your personal information for the purposes of the prevention, investigation, detection, or prosecution of criminal offences, but will not share your personal information, or use it for this, or any other purpose, unless provided for by law. Your details will only be used by Borough of Poole Building Consultancy Services. Following our retention schedules your records will be held for 15 years, following completion of your project.

More details information about we handle your personal data can be found in our Privacy Policy which is available online and at our public counter.
