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The Market Hall, Market Place,
Whitehaven, Cumbria, CA28 7JG

APPLICATION FOR A REGULARISATION CERTIFICATE

The Building Act 1984/The Building Regulations 2010

This form is to be filled in by the owner or the agent. If the form is unfamiliar please read the notes which follow or consult your local Building Control office. Please submit the completed form to the Building Control Office dealing with your application. Information regarding fees may be obtained from your local Building Control Office.

1. Applicant's Details (See Note 1)

Name:

Address:

Postcode:

Tel:

Fax:

Email:

Are you happy for us to correspond with you via email?

YES/NO

2. Agent's Details (If applicable)

Name:

Address:

Postcode:

Tel:

Fax:

Email:

3. Location of building to which work relates

Address:

Postcode:

4. Details of work carried out including date completed

5.

What is the present use of the building?

What was the previous use of the building?

Is the building a workplace that will be subject to the provisions of the Regulatory Reform (Fire Safety) order 2005 (see note 9).

YES/NO

Application Ref. No.

Date Received:



Tel: 01946 598409

Email: building.control@copeland.gov.uk

6. Charges (for further information see note 3 and separate fee guidance notes)

Pre-application visit/advice (£75.00)

If Schedule 1 works please state number of dwellings

If Schedule 2 works please state internal floor area

If Schedule 3 works please state estimated cost of work excluding VAT

7. Statement

This notice is given in relation to the building work as described, is submitted in accordance with Regulation 21 and is accompanied by the appropriate charge.

Name:

Signature:

Date:

Guidance Notes

- 1 **THE APPLICANT** - is the building owner.
 - Where the premises are of a 'relevant use' (see note 8), two further copies of the plans are requested.
- 2 **REGULARISATION CHARGES** - are for the consideration of an application for a Regularisation Certificate under Regulation 18, in respect of unauthorised building work.
 - This charge is a single payment fee, payable at the time of submitting an application and covers the administrative costs and all appropriate site inspections. However, depending upon the nature of the work, it may be necessary to carry out a pre-application inspection (at an additional cost of £75.00) to advise whether regularisation is possible.
 - The charge is made at a rate of 150% of the normal 'plan and inspection' charges at present day rates. NOTE: VAT is not payable on this type of charge.
 - The appropriate charge will be dependant upon the type of work carried out. The scales and method of calculation are set out in the 'Guidance Note on Charges' which is available on request.
 - Estimated cost of the work will be current cost applicable at the time application is submitted to the local authority.
- 3 **PLANS** - where the work consists of a new building or extension, the application must include a site plan, drawn to scale of not less than 1:1250 showing:
 - a) size and position of building/extension and the relationship with adjoining buildings within the site, boundaries and highways.
 - b) The layout of underground drainage (if known).
 - It is desirable to submit a plan showing the unauthorised work, including any additional works to be carried out in order to achieve compliance with any relevant requirement.
- 4 Where Part B (Fire Safety) imposes a requirement in relation to building work a further two copies of the plans should be submitted.
- 5 In accordance with Building Regulation 18 the council may require an applicant to take such reasonable steps, including laying open the unauthorised work of 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 A Regularisation Certificate shall be evidence (but not conclusive evidence) that the relevant requirements specified in the certificate have been complied with.
- 7 These notes are for general guidance only, full particulars of a 'Regularisation' request are contained in Regulation 18 of the Building Regulations 2010 (as amended) and in respect of charges.
- 8 **PLANNING APPROVAL** - 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. For further advice contact the Council's Development Control Section.
- 9 The Regulatory Reform (Fire Safety) Order 2005 applies to all premises that are 'workplaces' and imposes a duty on the responsible person to comply with its requirements.