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Building Control, Council Offices, Gibson Building, Gibson Drive, Kings Hill, West Malling, ME19 4LZ

## Building Regularisation Certificate Application Form (England)

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

Application no:  Receipt no:

Amount received:   
(inc VAT)

This Regularisation Application conforms to the Building Regulations 2010 and may be used for submissions with any Local Authority in England and Wales. This form is to be completed by the owner or their agent. If the form is unfamiliar please read the notes on the reverse side or consult the office indicated above.

Please type or use block capitals.

### 1. Applicant's details (See note 1)

First name:  Surname:

Address:

Postcode:  Telephone:

Email address:

### 2. Agents details (If applicable)

First name:  Surname:

Address:

Postcode:  Telephone:

Email address:

### 3. Location of Unauthorised Work

Address:

Postcode:

#### 4. Description of Unauthorised Work *(See note 2)*

Description:

#### 5. Date Unauthorised Work was carried out *(See note 8)*

Date:

#### 6. What is present use?

#### 7. What was previous use?

#### 8. Fees

Regularisation Fee:

£

Value of work:

£

and/or floor area for table 2 (where applicable):

m<sup>2</sup>

Application fees can be paid by credit/debit card by visiting our website: [www.tmbc.gov.uk](http://www.tmbc.gov.uk) or by calling 01732 227376 or by cheque made payable to Tonbridge and Malling Borough Council.

#### 9. Additional information

Please include any additional information which may assist in processing your application.

#### 10. Statement

This application is given in relation to the building work as described, is submitted in accordance with Regulation 18 (2) and is accompanied by the appropriate fee. I understand that further fees will normally be payable following the first inspection by the local authority.

First name:

Surname:

Signature:

Date:

## Notes

- 1 The applicant is the building owner.
- 2 One copy only of this application should be completed and submitted with plans and particulars indicating the works carried out and the necessary works (if required) to achieve compliance with the Building Regulations.
- 3 A regularisation application must be accompanied by the appropriate fee. Refer to the regularisation fee schedule (VAT is not payable).
- 4 In accordance with the Building Regulation 18 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.
- 5 The 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 fees, in the Building (Local Authority Charges) Regulations 2010.
- 6 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 & Country Planning Act.
- 7 Further information and advice may be obtained from your local authority.
- 8 An application for a Regularisation Certificate in respect of unauthorised building works can only be applied for if the works commenced on or after 11th November 1985.