

# APPLICATION FOR A REGULARISATION CERTIFICATE



The Building Act 1984  
The Building Regulations 2000 (as amended)

Building Control Services,  
Town hall, Royal Tunbridge Wells, Kent TN1 1RS  
Tel: 01892 554124 or 01892 554116  
E-mail: buildingcontrol@tunbridgewells.gov.uk

PLAN NUMBER:
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This form should be completed by the owner or agent. PLEASE TYPE OR USE BLOCK CAPITALS. If the form is unfamiliar, please read the notes on the back.

<b>1 Applicant's address</b> (see note 1)	Name:	
	Address:	
	Postcode:	Tel:
	E-mail:	

<b>2 Agent's address</b> (if applicable)	Name:	
	Address:	
	Postcode:	Tel:
	E-mail:	

<b>3 Location of building to which work relates</b>	Address:	
	Postcode:	Tel:

<b>4 Work carried out</b>	Description:
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<b>5 Date work was carried out</b> (if not known give approximate date)
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<b>6 What was previous use?</b>	
	<b>What is present use?</b>

<b>7 Fee - Total estimated cost</b>	<b>Fee enclosed</b>
	<b>Floor area</b>

<b>8 Services</b>	Means of water supply	
	Foul water drainage	Surface water drainage

<b>9 Statement</b>	This notice is given in relation to the building work as described, is submitted in accordance with Regulation 14 and is accompanied by the appropriate fee The use of the completed buildings * IS / IS NOT a use designated under the Regulatory Reform (Fire safety) Order 2006. *delete as appropriate	
	Name:	Date:

DD MM YYYY

Please read guidance notes overleaf

# Guidance Notes

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1. The applicant is the building owner.
2. One copy of this notice should be completed and submitted with plans and particulars indicating the works carried out.  
Where Part B (Fire Safety) imposes a requirement in relation to building work a further two copies of the plans should be deposited.
3. A regularisation application must be accompanied by the appropriate fee, which is charged at a rate of 150% of the normal fee payable had the works not otherwise already been carried out (VAT is not payable).  
The appropriate fee is dependent upon the type of work carried out. Fees scales and methods of calculation are set out in the Guidance Notes on Fees which is available on request.
4. In accordance with Building Regulation 21 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. These notes are for general guidance only, full particulars of a "Regularisation" request are contained in Regulation 21 of the Building Regulations and in respect of fees the Tunbridge Wells Borough Council Building Control 2010 Charges Scheme.
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 and Country Planning Act. Please telephone (01892) 526121 ext. 2060/2097.
7. Further information and advice may be obtained from the Building Control Section.