

Town Hall, Royal Tunbridge Wells, Kent, TN1 1RS

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# Building Regularisation Certificate Application Form (England)

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

## 1. Applicant details (homeowner/property owner)

Name	
Address	
Telephone	
Email	

## 2. Principal contractor / Sole contractor details

Name	
Address	
Telephone	
Email	

### 3. Principal designer / Sole or lead designer details

Name	
Address	
Telephone	
Email	

### 4. Address of the building to which the work relates

Address	
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### 5. Unauthorised works

<p>Full description of the unauthorised works that have been carried out.</p> <p>Append additional information (plans and specifications) where necessary.</p>	
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## 6. Date Works carried out

Date works carried out	
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## 7. Declaration

This application is deposited in relation to the building work etc, as described above. It is submitted in accordance with [Regulation 18](#) and is accompanied by the appropriate charge.

I / we apply for Building Notice Acceptance as described on this form and as detailed on any supplementary documents.

Signature	
On behalf of (Insert applicants name where the declaration is made by an agent.)	
Date	

This form cannot be used for building regularisation certificate applications for higher-risk building work or stage of higher-risk building work or for work to existing higher-risk buildings. Applications for building work to higher risk buildings can be made on GOV.UK website –

<https://www.gov.uk/guidance/manage-a-building-control-application-for-a-higher-risk-building>

The following works are excluded from the scope of your Building Control application with TWBC and must be carried out by a member of a relevant Competent Person Scheme (CPS):

- Notifiable electrical works for domestic works (CPS: NICEIC, ELECSA, NAPIT etc)
- Works including gas appliances such as boilers, cookers and gas fires etc (CPS: GASSAFE)
- Works including combustion appliances such as wood burning or multi fuel stoves etc (CPS: HETAS, OFTEC etc)