



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	4a Means of Escape Design		
Description: _____	Confirm design below:-		
Date of Construction: _____	1. British Standard <table border="1"><tr><td align="center">Y</td><td align="center">N</td></tr></table>	Y	N
Y	N		
	2. Approved Document <table border="1"><tr><td align="center">Y</td><td align="center">N</td></tr></table>	Y	N
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 13a 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 Fees 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 633234).
 5. **These notes are for general guidance only**, particulars regarding the submission of Regularisation Certificate applications are contained in Regulation 13A 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 electrical engineer**' means a member of the following organisations:
 - 8.1 The Electrical Contractors Association (ECA)
 - The National Inspection Council for Electrical Installation Contracting (NICEIC)
 - The Institution of Electrical Engineers (IEE)
 - The National Association of Professional Inspectors and Testers (NAPIT)
 - 8.2 Or a '**competent person**' registered with one of the certification schemes authorised by the Secretary of State. Currently:
 - BRE Certification Limited
 - British Standards Institution
 - ELECSA Limited
 - NICEIC Certification Services Limited
 - Zurich Certification Limited
 - 8.3 Current authorised competent person self certification schemes for installers who can do electrical work only if it necessary when they are carrying out other work:
 - CORGI Services Limited
 - ELECSA Limited
 - NAPIT Certification Limited
 - NICEIC Certification Services Ltd
 - OFTEC (Oil Firing Technical Association for the Petroleum Industry Limited)
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