



APPLICATION FOR A REGULARISATION CERTIFICATE

The Building Act 1984
The Building Regulations 2010 (As Amended)

North Lincolnshire Council
Building Control Section
Church Square House
PO Box 42, 30/40 High Street
Scunthorpe
North Lincolnshire

DN15 6XQ

buildingcontrol@northlincs.gov.uk

Telephone: 01724 297411/28

This form should be completed by the owner or agent.

PLEASE TYPE OR USE BLOCK CAPITALS.

1	APPLICANT'S DETAILS (see note 1)
	Name: _____
	Address: _____
	_____ Postcode: _____
	Tel: _____ Mobile: _____
	Email: _____
2	AGENT'S DETAILS (if applicable)
	Name: _____
	Address: _____
	_____ Postcode: _____
	Tel: _____ Mobile: _____
	Email: _____
3	BUILDER'S DETAILS (if applicable)
	Name: _____
	Address: _____
	_____ Postcode: _____
	Tel: _____ Mobile: _____
	Email: _____
4	LOCATION OF BUILDING TO WHICH WORKS RELATES
	Address: _____
	_____ Postcode: _____
	Tel: _____ Mobile: _____
5	WORK CARRIED OUT
	Description: _____

	What was the previous use of building: _____
	what is the current use of the building or extension: _____
	Date work was carried out (if not known give approximate date): _____
6	FEE
	Total estimated cost: £ _____ Fee Total: £ _____ Internal floor area: _____ m ²
7	STATEMENT
	This notice is given in relation to the building work as described, is submitted in accordance with Regulation 18 and is accompanied by the appropriate fee.
	Name: _____ Signature: _____ Date: _____

Notes

1. The Applicant is the building's owner

2. One copy only of this notice should be completed and submitted with plans and particulars indicating the works carried out.

3. A regularisation application must be accompanied with the appropriate fee. This will cover the inspections, making tests and possible taking of samples as the authority think appropriate to ascertain that the work , if any, is required to secure compliance with the relevant regulations.
Also to inspect any addition works required.

4. The appropriate fee is dependent upon the type of work carried out. Fee scales and methods of calculation are set out in the guidance notes on fees, which is available on request (VAT is not payable)

5. In accordance with Building Regulation 18 the Council may require an applicant to take such reasonable steps, including laying open.

6. These notes are for general guidance only, full particulars regarding the deposit of plans are contained in The Building Regulations 2010 and in respect of fees the Building (Local Authority Charges) Regulations 2010.

7. Persons who have carried out building work, or have made a material change of use of a building, are reminded that permission may be required under the Town and Country Planning Acts.

8. Further information and advice concerning the Building Regulations and planning matters may be obtained from your local authority.

9. The Council's Building Control function collects and processes your personal data for Building Control purposes. In addition, will process your personal data in accordance with the General Data Protection Regulation and other relevant legislation, and will not disclose your personal data to any other third party, unless allowed or required to do so under the General Data Protection Regulations or other relevant legislation. For further details about the processing of your personal data please see the [Full Privacy Notice](#) or [Data Protection and Privacy](#) web page.

HAVE YOU ?

- **Entered the applicant's full name.**
- **Entered the full postcode.**
- **Enclosed the appropriate fee.**
- **Signed the form.**
- **Enclosed a copy of all plans and details.**
- **Enclosed additional Fire Plans (if required).**