



MID SUSSEX DISTRICT COUNCIL

Mid Sussex District
Council
Oaklands
Oaklands Road
Haywards Heath
West Sussex
RH16 1SS

www.midsussex.gov.uk

THE BUILDING ACT 1984 THE BUILDING REGULATIONS

APPLICATION FOR REGULARISATION CERTIFICATE

FOR OFFICIAL USE ONLY

App. No. / / RG.

Date Rec'd

Planning Ref. No. / /

Date Inspected: Officer

Regularisation Charge Received £

Telephone: 01444 477570

E-mail: buildingcontrol@midsussex.gov.uk

Two Copies of this form and plans must be submitted, **Four copies** of plans if the Regulatory Reform (Fire Safety) Order 2005 applies.

1. **Applicant's Details** (see note 2)

Name:

Address:

Postcode: Tel: Fax: E-mail:

2. **Agent's Details** (if applicable)

Name:

Address:

Postcode: Tel: Fax: E-mail:

3. **Builders Details** (if applicable)

Name:

Address:

Postcode: Tel: Fax: E-mail:

4. **Location of building to which work relates** (see Note 7)

Location:

5. **Work Carried Out**

Number of storeys: Height of Proposal:

Description:

Date when work was carried out:

Are there any trees within 35m of the building or extension?

6. **Use of Building**

1. Please state present use of building:

2. Please state previous use of building:

7. **Charges** (see note 3 and separate guidance available on web site)

(Please make cheques payable to Mid Sussex District Council).

Regularisation Charge £

8. **Details of Proposal**

(a) Disposal of foul water: MAINS/ (b) Disposal of surface water:

(c) Means of water supply: MAINS/

9. If you have already submitted a planning application please state the application number:

You are advised to check whether planning permission is also required.

10. **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 charge.

Name: Signature: Date:

REGULARISATION CERTIFICATE

1. Regulation 18 applies where it appears to a local authority that unauthorised building work has been carried out on or after 11th November 1985. "Unauthorised building work" means building work other than work in relation to which an initial notice, an amendment notice or a public body's notice has effect, which is done without—
 - (a) a building notice being given to the local authority;
 - (b) full plans of the work being deposited with the local authority; or
 - (c) a notice of commencement of work being given, in accordance with regulation 16(1), where a building notice has been given or full plans have been deposited.
2. Where this regulation applies, the owner may apply in writing to the local authority for a regularisation certificate. Two copies of this notice should be completed and submitted with the particulars below;
 - (a) so far as is reasonably practicable, a plan of the unauthorised work, and
 - (b) so far as is reasonably practicable, a plan showing any additional work required to be carried out to secure that the unauthorised work complies with the requirements relating to building work in the building regulations which were applicable to that work when it was carried out.
3. A regularisation application must be accompanied by the appropriate charge, which will be individually assessed. Further guidance is available on the web site www.midsussex.gov.uk. (NB.VAT is not payable).
4. In accordance with 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. Where the local authority have been able to satisfy themselves, after taking all reasonable steps for that purpose that the relevant requirements have been satisfied, they may give a certificate to that effect (referred to as "a regularisation certificate"). A regularisation certificate shall be evidence (but not conclusive evidence) that the relevant requirements specified in the certificate have been complied with.
5. These notes are for general guidance only; full particulars of a "Regularisation" request are contained in Regulation 18 of the Building Regulations 2010, and in respect of charges the Building (Local Authority Charges) Regulations.
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.
7. In the event of a new business, domestic unit or similar being created please inform Royal Mail Address Management, Service Centre, Redstone Hill, Redhill, RH1 1GG.
8. Further information and advice concerning the Building Regulations and planning matters may be obtained from the website, www.midsussex.gov.uk located under A-Z of Services.