

ASHFORD BOROUGH COUNCIL

CIVIC CENTRE, TANNERY LANE, ASHFORD, KENT TN23 1PL

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E-mail: building.control@ashford.gov.uk

REGULARISATION CERTIFICATE

The Building Act 1984
The Building Regulations 1991 (as amended)

This Building notice conforms to the Building Regulations 2000 and may be used for submissions to any Local Authority in England and Wales.

This form is to be filled in by the person who intends to carry out building work or their agent. If the form is unfamiliar please read the notes on the reverse side or consult the office indicated above. Please type or use block capitals..

| | |
|----------|---|
| 1 | Applicant's details (see note 1) |
| | Name: _____ |
| | Address _____ |
| | Postcode: _____ Tel: _____ Fax: _____ |

| | |
|----------|--|
| 2 | Agent's details (if applicable) |
| | Name: _____ |
| | Address: _____ |
| | Postcode: _____ Tel: _____ Fax: _____ |

| | |
|----------|---------------------------------------|
| 3 | Location of Unauthorised Work |
| | Address: _____ |
| | Postcode: _____ Tel: _____ Fax: _____ |

| | |
|----------|---|
| 4 | Description of Unauthorised Work |
| | Description: _____ |
| | _____ |
| | _____ |

| | |
|----------|--|
| 5 | Regularisation Fee Payable (See separate fee guidance note) |
| | _____ |
| | _____ |

| | |
|----------|---|
| 6 | Statement |
| | I hereby apply for a Regularisation Certificate in accordance with Regulation 13A |
| | _____ |
| | Name: _____ Signature: _____ Date: _____ |



Notes

1. The applicant is the person on whose behalf the work has been carried out, eg the building's owner.
2. A plan of the unauthorised work should accompany the application, plus details of any additional work that may be required to secure compliance with the Building Regulations applicable at the time the work was carried out.
3. The Kent Building Control guidance note on fees details the fee to be paid in conjunction with the application. The fee will be 150% of the net Building Notice fee and shall be payable upon submission of the application.
4. Completion of this form & submission of the regularisation fee shall not be deemed acceptance by the Council that the work is capable of being altered to achieve compliance with the Building Regulations. Neither does it imply that a Regularisation Certificate will be issued.
5. This application must be signed by the owner of the property to which the unauthorised works relate.
6. Should you require assistance in confirming any particular detail relating to this application, please contact a Building Control Surveyor on the number overleaf.

