



BUILDING REGULATIONS

**APPLICATION FOR A
REGULARISATION CERTIFICATE**

**Planning and Regulation
Building Control Service**

PO Box 32, Telegraph House
Baillie Street, Rochdale, OL16 1JH

Tel: (01706) 924327

Fax: (01706) 924628

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

Website: www.rochdale.gov.uk

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APPLICATION FOR A REGULARISATION CERTIFICATE

Planning and Regulation Services
PO Box 32, Telegraph House
Baillie Street, Rochdale, OL16 1JH

The Building Regulations 2010
Building Regulations
Plan Number

Tel: (01706) 924327
Fax: (01706) 924628



*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 supporting notes or consult the office on the number indicated above. Please type or use block capitals in black ink. **Two sets of forms & plans are to be submitted. Please read and understand the supporting fee leaflets before completing this form, so that you include in your application, all relevant building regulation work.***

1	Applicant's details (see note 1)	2	Agent's details (if applicable)
	Name:		Name:
	Address:		Address:
	Post Code:		Post Code:
	Tel/Fax:		Tel/Fax:
	Email:		Email:

3	Location of the proposed development	4	Description of work for which the certificate is sought
	Post code:		

5	Use of building
	1. Please state the use of the building prior to commencing the building work:
	2. Please state the use of the building after the building work was completed:
	3. Is the building intended to be put to a use which is designated under the The Regulatory Reform (Fire Safety) Order (RRO) 2005 (i.e. workplaces) YES <input type="checkbox"/> NO <input type="checkbox"/> (If YES, please submit two additional copies of plans for Fire Service Consultation purposes)

6	Additional information.
	1. Have you already obtained planning permission? YES <input type="checkbox"/> NO <input type="checkbox"/> NOT REQUIRED <input type="checkbox"/>
	If YES, please state planning permission reference:
	2. Please indicate the date when the work was completed:
3. Two completed copies of this form are required and should be accompanied by:-	
i) a plan of the building prior to commencing any (unauthorised) work	
ii) a plan showing the building after the completion of the (unauthorised) work and any additional work required to achieve compliance with the building regulations which were in force at the time.	

7	Charges. (PLEASE NOTE THAT VAT IS NOT APPLICABLE TO THIS APPLICATION)	Please read and understand the supporting fee leaflets before completing this form, so that you include in your application, all relevant building regulation work.
	Total Charge: £ _____	

11	For completion by agents
	This application relates to the work described which is submitted in accordance with Regulation 21 and is accompanied by the appropriate fee. I confirm that I am authorised by the applicant to submit this application. Agent's signature Date

12	For completion by applicants (where there is no agent)
	This application relates to the work described which is submitted in accordance with Regulation 21 and is accompanied by the appropriate fee. Applicant's signature Date:

FOR OFFICE USE ONLY

Notes:

Work Type: (✓)		Development Category: (✓)		Remarks: (if applicable)
Fensa Building Notice (fee) _____ Fensa Certificate (No Fee) _____ House Alterations _____ House Conversions _____ House Extensions _____ Industrial Buildings _____ Institutional Buildings _____ Offices _____ Other Residential _____ Places of assembly _____ Shops _____ Small Residential _____ Storage Buildings _____		Alterations to Building _____ Extension _____ Extension & Alterations _____ New & Alterations _____ New & Extensions _____ New Development _____ New, Extensions & Alterations _____ Redevelopment _____ Redevelopment & New _____ Replacement Windows _____		
		Payee: Applicant / Agent		
Extension of Time Yes / No				
Waste Gas				
Expiry Date		Planning App No:		

- The applicant is the person on whose behalf the work is being carried out, e.g. the building's owner.
- These notes are for general guidance only; particulars regarding an application for Regularisation Certificate are contained in Regulation 21 of the Building Regulations 2010 and, in respect of charges, in the Building (Local Authority Charges) Regulations 2010.
- Persons proposing to carry out building work or make a material change of use of a building are reminded that permission may be required under the Town and Country Planning Acts.
- TWO** copies of this application should be completed and submitted with plans and particulars in duplicate in accordance with the provisions of Building Regulation 21.
- Further advice can be found in the Council's Building Control handbook, or on the Council's website at : www.rochdale.gov.uk/environment_and_planning/building_control.aspx
- Please take time to read and understand the supporting fee leaflets before completing this form, so that you include in your application, all relevant building regulation work.**

SHOULD YOU REQUIRE FURTHER ASSISTANCE PLEASE DO NOT HESITATE TO CONTACT BUILDING CONTROL ON (01706) 924327 OR EMAIL – building.control@rochdale.gov.uk

If you require a copy of this form in a larger format, please contact the office on 01706 924327.

