

# APPLICATION FOR A REGULARISATION CERTIFICATE

**Planning and Building Control**  
Tameside MBC, PO Box 304,  
Ashton Under Lyne, Tameside, OL6 0GA

Call Centre 0161 342 8355  
Minicom 0161 342 2283

The Building Act 1984  
The Building Regulations 2000 / 2010\* (as amended)

[www.tameside.gov.uk](http://www.tameside.gov.uk)  
[Email: building.control@tameside.gov.uk](mailto:building.control@tameside.gov.uk)

This form is to be filled in by the person (or his/her agent) who intends to carry out building work. Please read the notes on the reverse side. **Please type or use block capitals.**

<b>1</b>	<p><b>Applicant's details</b> <small>(see note 1)</small></p> <p>Name: _____</p> <p>Address: _____</p> <p>Postcode: _____ Tel: _____ email: _____</p>
<b>2</b>	<p><b>Agent's details</b> <small>(if applicable)</small></p> <p>Name: _____</p> <p>Address: _____</p> <p>Postcode: _____ Tel: _____ email: _____</p>
<b>3</b>	<p><b>Location and use of building to which unauthorised work relates</b></p> <p>Address: _____</p> <p>Postcode: _____</p> <p>Building use: .....</p>
<b>4</b>	<p><b>Full description of unauthorised work:</b></p>   <p>Date work was commenced: ..... Date work was completed: .....</p>
<b>5</b>	<p><b>Domestic Electrical Works.</b> (This must be completed where 'Notifiable Electrical' has been undertaken and applies only where the works were undertaken after 1<sup>st</sup> January 2005)</p> <p>1. Were notifiable works undertaken? <b>YES/NO*</b> (delete as appropriate)</p> <p>2. Was this work carried out by a competent electrician registered with a Part P self-certifying scheme? <b>YES/NO*</b> (delete as appropriate)</p> <p>3. If <b>YES</b> to q2 supply their Trade Association &amp; Registration Number _____</p> <p>4. If <b>NO</b> to q2 provide full details of the electrical works undertaken, including wiring specification/layout plans and BS7671 test certification. <b>An additional standard charge must be added to your charge payment.</b></p> <p><b>Please note – by signing the form that a Competent Person Scheme Electrician was used, if this later proves to be incorrect you will be required to pay a supplementary charge in accordance with our standard scale of charges.</b></p>

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**Builder's details** (responsible for the works if applicable)

Name:

Address:

Postcode:

Tel:

If there was no builder were you responsible for the building works? **YES / NO\*** (\*delete as appropriate)

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**Charges Breakdown** (see notes 5 -8)Normal Charge Total £ ..... (No VAT) **plus 50% \*** = £.....Notifiable Electrical works Charge Total £ ..... (No VAT) **plus 50% \*** = £.....**Total charge payable £.....**

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**Statement (to be signed by the applicant)**

This notice is given in relation to unauthorised work carried out on or after 11<sup>th</sup> November 1985 and is submitted in accordance with Regulation 18 (2).

Name: ..... Signature: .....

Date: .....

**Notes for Applicants**

1. The applicant is the owner of the building.
2. One copy of this notice should be completed and submitted with (1) a plan of the unauthorised work and (2) a plan showing any additional work required to be carried out, to secure compliance with the Building Regulations which were applicable at that time.
3. The purpose of Building Regulation 18 is to enable homeowners and others to submit an application for a Regularisation Certificate to the Local Authority.
4. In order to assess whether regulation compliance has been achieved, the Local Authority is empowered to require the applicant to open up work where necessary, and the applicant must be willing to comply with all such reasonable requests.
5. The appropriate charge is dependant upon the type of work for which a Regularisation certificate is being applied for, this is equivalent to the Building Notice charge plus 50% (please note there is no VAT is applicable). **Note - for dwellings and converted dwellings the regularisation charge is plus 50%.** Refer to our standard scale of charges available separately. Please indicate how you have calculated the charges.
6. If the Local Authority find that they cannot determine (or cannot determine without unreasonable cost or disruption to the owner) what work would enable compliance with the regulations, the Regularisation charge is not refundable.
7. If notifiable electrical works have been undertaken and they are not covered by an appropriate competent person scheme you will be required to provide full details of the electrical works undertaken and pay the additional electrical works charges with the **50% increase. Note – applies only where the works were commenced after 1st January 2005 when part P came into force.**
8. No VAT is payable on this type of application.
9. Further information and advice concerning the Building Regulations and Planning matters may be obtained from your Local Authority.