



# BUILDING REGULARISATION CERTIFICATE APPLICATION

*The Building Act 1984, The Building Safety Act 2022, The Building Regulations 2010 (as amended).*

## 1 Applicant details

Name:

Address (Incl postcode):

Email address:

Phone number:

## 2 Location of site to which the building work relates

Address (Incl postcode):

## 3 Unauthorised works

Description of unauthorised work:

Date that unauthorised works were carried out:

## 4 Use of the building

## 5 Site plan (existing and proposed)

In the case of the erection or extension of a building, a building notice shall be accompanied by plans to a scale of not less than 1:1250 showing:

- The size and position of the building, or the building as extended, and its relationship to adjoining boundaries
- The boundaries of the curtilage of the building, or the building as extended, and the size, position and use of every other building or proposed building within that curtilage
- The width and position of any street on or within the boundaries of the curtilage of the building or the building as extended.

Please confirm that a site plan showing the information specified above, has been attached to this application:

**Yes / No**

*\*Delete as appropriate*

## 6 Existing buildings (append additional information where necessary)

Where applicable, provide a description of the existing building, including:

- Details of the current use of the building, including the current use of each storey
- The height of the building
- The number of storeys in the building as determined in accordance with Regulation 6 of the Higher-Risk Buildings (Descriptions and Supplementary Provisions) Regulations 2023

a)

b)

c)

## 7 Drainage

In the case of the erection or extension of a building, a building notice shall be accompanied by particulars of:

- The provision to be made for the drainage of the building or extension
- The steps to be taken to comply with any local enactment which applies.

Please confirm that sufficient information relating to the drainage proposals, as specified above, have been attached to the application:

**Yes / No**

*\*Delete as appropriate*

## 8 Is the building considered to be of non-standard construction?

Yes / No

\*Delete as appropriate

Non-standard builds are buildings that include anything outside of common construction techniques in England or Wales, and do not follow industry recognised design principles set out in relevant building guidance codes ('Building Codes' include (not exhaustive): Approved Documents, British Standards and Technical Documents). They could include those buildings not fitting the notional set of common and long-established building methods. For example, panelled systems (SIP), Steel Framing System (SFS), Cross Laminated Timber (CLT) etc.

# NEW DWELLINGS ONLY

## 9 Optional requirement / planning permission

In the case of a new dwelling either of the following should be provided:

- A statement should be included informing local authority building control whether or not any optional requirement applies to the building work, and if so which, or
- A statement that planning permission has not yet been granted for the work should be given, and that the information required above will be supplied before the end of a period of twenty-eight days beginning on the day after that permission is granted.

Please confirm which statement has been provided:

**Optional requirement statement:** Yes / No

**Planning permission statement:** Yes / No

\*Delete as appropriate

# DECLARATION (all applicants)

## 10 Declaration

This application is made in relation to the building work etc., as described above. It is submitted in accordance with Regulation 18 and is accompanied by the appropriate charge.

I / we apply for a Regularisation Certification as described on this form and as detailed on any supplementary documents.

**Signature:**

**On behalf of:**

Insert applicants name where the declaration is made by an agent

**Date:**

This form cannot be used for building regularisation certificate applications for higher-risk building work or stage of higher-risk building work or for work to existing higher-risk buildings. Applications for building work to higher-risk buildings can be made [here](#).

Cheltenham and Tewkesbury Building Control Service provides building regulation services to you. We will use your personal information to provide those services to you and may need to share your information with professional/official consultees (such as the Fire Service in commercial applications) to enable us to do this. For further information about how the council uses information it holds about you please go to our [GDPR page](#).