

## Building Regularisation Certificate Application Form

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

### 1 Applicant details

Name .....

Address (incl postcode) .....

.....

Phone .....

Email .....

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

Address (incl postcode) .....

.....

### 3 Unauthorised works

Description of the unauthorised work

.....

.....

### 4 Declaration

This application is made in relation to the building work etc., as described above. It is submitted in accordance with [Regulation 18](#)

***I understand that I will be notified by email of the appropriate fees due upon deposit of this application and provided with a reference number for payment\*.***

\*See guidance note 9 for assistance with fees

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** .....

## Guidance notes

1. An application for building control approval with full plans can be used for any type of work, where you require your drawings to be checked and approved. Building notice can be used for small domestic works and often no plans are needed however on occasions we may ask for further information i.e. structural calculations depending on the type of works. Regularisation application is to be used for retrospective approval of work that was previously carried out without building regulations approval.
  2. Ashford Borough Council (ABC) is the data controller for the personal information you provide in this form. ABC's Data Protection Officer can be contacted at [FOI@ashford.gov.uk](mailto:FOI@ashford.gov.uk). Your information will be used to process your building control application and processing is conducted relying upon the GDPR legal basis. Your information may be shared with further third parties if we are required or permitted to do so by law for example, consultation with other regulatory public bodies, or to prevent fraud or the misuse of public funds. Your information will be retained for 15 years. For more information on your rights please see the council's privacy statement <https://www.ashford.gov.uk/>.
  3. The applicant is the person who is having the proposed building work carried out.
  4. The agent is a person employed by the applicant to submit details of the proposed work. Generally, communication from the Council about the application will be with the agent.
  5. The intended use of the building or part, i.e. the extension to which the application refers to should be indicated. The number of storeys of new buildings or extension should be stated and where alterations or conversions are proposed the number of storeys in the existing building should be noted.
  6. You can agree for your application for full plans approval to be granted with requirements, where for instance certain information/details were not available to you at the time of submission. If you agree to this, it is important that any conditions need to be satisfied as soon as possible but no later than when the works starts.
  7. Your agreement to extend the period for determining your application may assist you when we require amendments/details, to your application. The statutory period of 5 weeks applies; however, an extension of time allows for 2 calendar months. Your plans will typically be checked within 15 working days. An extension of time may be required to check amendments where requested.
  8. Payment for the inspection charge, where applicable, will be required by the person noted on the form after the first inspection of the work by the Building Control Officer.
  9. Details of the appropriate charges can be found [here](#) if the proposed works do not fall under our standard charges, please [email the building control team](#) for an individual quotation. If you have any queries regarding our charges, please contact us prior to submitting your application.
  10. For dwellings, domestic extensions and associated work, 1 copy of the plans and details are required. If the proposed work refers to non-domestic buildings, 2 copies of the plans and details are required to enable us to consult with the Fire Officer. If you are sending applications / plans by email, please note only a maximum limit of 10mb or less can be sent electronically.
  11. Subject to certain provisions of the Public Health Act 1936 owners and occupiers of premises are entitled to have their private foul and surface water drains and sewers connected to the public sewers, where applicable. Special arrangements apply to trade effluent discharge. Persons wishing to make such connections must give not less than 21 days' notice to the appropriate authority.
  12. Planning permission may also be required for the proposed building work or change of use for further information please visit [www.ashford.gov.uk/do-i-need-planning-permission](http://www.ashford.gov.uk/do-i-need-planning-permission).
  13. Upon completion of your building work and following a satisfactory final inspection we will provide you with a Certificate of Completion. This certificate is an important document, which can be passed on to future owners of the property as proof that the work meets the requirements of the Building Regulations.
  14. You may submit this form and any plans by email to [building.control@ashford.gov.uk](mailto:building.control@ashford.gov.uk) (please note we can only accept a maximum limit of 10MB per email with attachments you may have to split the email accordingly or alternatively you can submit your application on a disc.) We can accept payment over the telephone (01233 330 324) via debit / credit card or BACS transfer.
- Pay online at [www.ashford.gov.uk](http://www.ashford.gov.uk). Click the pay button and follow the links for building control.
- Bank: Natwest  
Account name: Ashford Borough Council Collection Account  
Account: 74313363  
Sort code: 60-01-21  
Please don't forget to quote your reference number or site address on the instruction.
15. These notes are for general guidance only, particulars regarding the deposit of plans are contained in Regulation 14 of the Building Regulations 2010 and, in respect of fees, in the Building (Local Authority Charges) Regulations 2010