

Application for a Regularisation Certificate

The Building Act 1984
The Building Regulations 2010

Application No:

Development &
Regeneration Department
Building Control
Town Hall
Bolton
BL1 1RU

PLEASE TYPE OR USE BLOCK CAPITALS.
If the form is unfamiliar please read the notes on the reverse
side or consult the office indicated below.

Applicant's address (see note1)

Name:

Address:

.....

.....

Postcode: Tel:

Agent's address (if applicable)

Name:

Address:

.....

.....

Postcode: Tel:

Location of Building to which work relates:

Address:

.....

..... Postcode: Tel:

Work carried out:

Description:

.....

.....

Date work was carried out (if not known, give approximate date):

.....

.....

.....

Fee:

Total estimated cost: Fee enclosed:

Floor area:

Services:

Means of water supply:

Foul water drainage: Surface water drainage:

Statement:

This notice is given in relation to the building work as described, is submitted in accordance with Regulation 18 and is accompanied by the appropriate fee.

The use of the completed building ***IS/IS NOT** a use designated under the Regulatory Reform (Fire Safety) order 2005. *Delete as appropriate

Signed: Date:

Please return the form to: Development & Regeneration Department,
Building Control, Bolton, BL1 1RU

Tel: (01204) 336033 Fee Enquiries: (01204) 336033

**Bolton
Council**

Guidance Notes

1. The applicant is the building owner
2. One copy of this notice should be completed and submitted with plans and particulars including the works carried out.

Where Part B (Fire Safety) imposes a requirement in relation to building work a further two copies of plans should be deposited.

3. A regularisation application must be accompanied by the appropriate fee, which is charged at a rate of approximately 144% of the normal fee payable had the works not otherwise been carried out (VAT is not payable).

The appropriate fee is dependent upon the type of work carried out. Fee scales and methods of calculation are set out in the Guidance Notes on Fees which is available on request.

4. In accordance with the Building Regulation 18 the Council may require an applicant to take such reasonable steps, including laying open the unauthorised work for inspection, making tests and taking samples as the authority think appropriate to ascertain what work, if any is required to secure compliance with the relevant regulations.
5. These notes are for general guidance only, full particulars of "Regularisation" requests are contained in Regulation 18 of the Building Regulations 2010, and in respect of fees The Building (Local Authority Charges) Regulations 2010 (as amended).
6. Further information and advice can be obtained from www.bolton.gov.uk