



Civic Offices, Elstree Way, Borehamwood, Herts WD6 1WA

Person on whose behalf the work is to be carried out, and who is responsible for charges. (In block letters please). See note below.

Person to whom correspondence to be sent. (In block letters please).

Owner's name, Address, Postcode, Telephone no. Agent's name, Address, Postcode, Telephone no.

1. Location of building

2. Description of work

3. Use of building

- 1. Please state present use of building
2. Is the building put or intended to be put to a use which the Regulatory Reform (Fire Safety) Order 2005 applies?
3. Does this application relate to work commenced on or after the 11th November 1985?
4. Please state as accurately as possible the date when this work was commenced

4. Other details (Please delete as necessary)

Foul water discharges to: sewer/septic tank/treatment plant
Water supply: mains/well/private supply
Is the proposal built over or close to a public sewer - (See notes over)
Surface water discharges to: sewer/soakaway
Number of storeys:
Yes No

5.

Building charges
a) Floor area in sq. m of each separate building/extension
b) Total estimated cost of work
c) Plan charge payable (VAT payable on all types of projects)

- a)
b)
c)

(Cheques must be crossed and made payable to Hertsmere Borough Council)

Note: The fee payable is the regularisation charge, this can be found on the attached charge schedule. Regularisation charge is 125% of the Building Notice Charge. VAT is not applicable.

6. To help you

Planning permission: Has planning permission been granted for this scheme?
Reference no: (You are advised to contact town planning to ensure compliance with their legislation)

7.

I/We hereby apply for a Regularisation certificate in respect of the building work as described and deposit such details as require by Regulation 18(2). I/We also undertake to take such steps as the council request in respect of both exposure of elements of the work, and remedial measures, to bring the work into conformity with the relevant building regulations requirements.

Signed Date

# Notes

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## **This application should be accompanied by:**

- a) one copy of a plan detailing as far as is reasonably practical, the work that has been carried out:
- b) one copy of a plan showing any additional work that is to be carried out to secure compliance with the Building Regulations.

## **These plans should show:**

- i) size position of the building, or extended building and its relationship to adjoining boundaries:
- ii) the boundaries of the curtilage of the building, or extended building and the size, position and use of every other building within the curtilage.
- iii) the width and position of any street on or within the boundaries of the curtilage or extended building.
- iv) details of the construction, as far as can be ascertained.

**Person submitting the application** is either the owner of the building or the person on whose behalf the building work was carried out.

**Agent** is the person employed by the applicant to act on their behalf with regard to the project and is the person who will normally receive all correspondence.

**Description of work** will also include the making of material change of use as an application see Building Regulations 5 and 6.

**Other details:** Where it is established that the application relates to a building or an extension which appears to be over or obstructing access to a drain sewer or disposal main shown on the map of sewers, kept by the sewerage undertakers (relevant local Water authority), the council will only be able to issue a Regularisation Certificate if appropriate precautions and approvals have been sought. It should be noted that the sewerage undertaker has the right to take steps for the removal of a building or extension, that does not satisfy their requirements relating to access and protection of any drainage system for which they are responsible.

**Regularisation charges:** Charges are calculated in accordance with the Hertsmere Borough Council Building Regulation current charge scheme. They are payable with the application and are not subject to VAT. It is therefore important that sufficient detail about the project be included to avoid the need for further applications. Where the incorrect amount has been submitted the Regularisation application cannot be treated as a valid submission and will prevent the issue of a Regularisation Certificate.

**The Regulatory Reform** (Fire Safety) Order 2005 applies to most premises except domestic premises. "Domestic premises" means premises occupied as a private dwelling (including any garden, yard, garage, outhouse, or other appurtenance of such premises which is not used in common by the occupants of more than one such dwelling).