



Application for a regularisation certificate for unauthorised work

Plan no:

Date received:

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<https://www.arun.gov.uk/buildingcontrol-privacy-statement>

**Owner applicant** (in block capitals)

Name: .....

Address: .....

.....

Post code: .....

Tel. no: .....

**Agent (if any) to whom correspondence should be sent**  
(in block capitals)

Name: .....

Address: .....

.....

Post code: .....

Tel. no: .....

I/We hereby make application in accordance with Regulations 21 for the work(s) described herein and deposit the said drawings and other documents as required by that regulation.

Signed: ..... Date:.....

1. Address or location of unauthorised work	
2. Description of unauthorised work	
3. Date work was carried out	
4. Purpose/use of building/extension	
5. (a) number of storeys (b) mode of drainage (i) foul (ii) surface (c) building over sewer (d) water supply	
6. Regularisation charge or cost of work if Schedule 3 applies (including work completed and proposed).	

See Guidance Notes overleaf and Regulation 21 overleaf.

You are advised to check if planning permission is also required.

This form is to be completed in duplicate and accompanied by the Charge and all necessary plans and particulars.

## Guidance Notes and further details required

You may need to deposit structural calculations or other details to help show compliance. Where work(s) involve fire safety issues, there may be a need to carry out consultations with other bodies.

### Unauthorised building work

- 21-(1)** This regulation applies where it appears to a local authority that unauthorised building work has been carried out on or after November 1985.
- (2)** In this regulation, “unauthorised building work” means building work other than work in relation to which an initial notice, an amendment notice or a public body’s notice has effect, which is done without-
- (a) a building notice being given to the local authority; or
  - (b) full plans of the work being deposited with the local authority; or
  - (c) a notice of commencement of work being given, in accordance with Regulation 15(1) of these Regulations, where a building notice has been given or full plans have been deposited.
- (3)** Where this regulation applies, the owner (in this regulation referred to as “the applicant”) may apply in writing to the local authority for a regularisation certificate in accordance with this regulation, and shall send with his application -
- (a) a statement that the application is made in accordance with this regulation,
  - (b) a description of the unauthorised work,
  - (c) so far as is reasonably practicable, a plan of the unauthorised work, and
  - (d) so far as is reasonably practicable, a plan showing any additional work required to be carried out to secure that the unauthorised work complies with the requirements relating to building work in the building regulations which were applicable to that work when it was carried out (in this regulation referred to as “the relevant requirements”).
- (4)** Where a local authority receive an application in accordance with this regulation, they may require the applicant to take such reasonable steps, including laying open the unauthorised work for inspection by the authority, making tests and taking samples, as the authority think appropriate to ascertain what work, if any, is required to ensure the relevant requirements are met.
- (5)** When the applicant has taken any such steps required by the local authority as are described in paragraph (4), and having had regard to any direction given in accordance with sections 8 and 9 of, and Schedule 2 to, the Act dispensing with or relaxing a requirement in building regulations which applies to the unauthorised work, the local authority shall notify the applicant -
- (a) of the work which in their opinion is required to comply with the relevant requirements of those requirements as dispensed with or relaxed, or
  - (b) that they cannot determine what work is required to comply with the relevant requirements or those requirements as dispensed with or relaxed, or
  - (c) that no work is required to secure compliance with the relevant requirements or those requirements as dispensed with or relaxed.
- (6)** Where the local authority have been able to satisfy themselves, after taking all reasonable steps for that purpose that -
- (a) the relevant requirements have been satisfied (taking account of any work carried out and any dispensation or relaxation given in accordance with sections 8 and 9 of, and Schedule 2 to, the Act), or
  - (b) no work is required to ensure that the unauthorised work satisfies the relevant requirements (taking account of any such dispensation or relaxation),
- they may give a certificate to that effect (in this regulation referred to as “a regularisation certificate”).
- (7)** A regularisation certificate shall be evidence (but not conclusive evidence) that the relevant requirements specified in the certificate have been complied with.
- (8)** Where this regulation applies, regulations 12 and 14 shall not apply, and neither the supply of plans nor the taking of any other action in accordance with this regulation is to be treated for the purposes of section 16 of the Act as the deposit of plans in accordance with building regulations.

**The charge is payable with the application.**