

# APPLICATION FOR REGULARISATION CERTIFICATE

We have designed this application form so it is easy for you to use.  
We have split the guidelines into three steps.

1. Notes to help you fill in the form.
2. Extra notes that refer to specific parts of the Building Notice.
3. A checklist for your application to ensure it is valid.

Please read all three steps carefully before you send in this form.

**If you would like any help filling in this form, please  
contact us directly and we will be happy to help.**

## Step 1 Help Notes

Please contact us on 020 7926 1200 or e-mail [building\\_control@lambeth.gov.uk](mailto:building_control@lambeth.gov.uk)

**1 & 2** The full site address and specific details of the planned work.

**3** The approximate date the work was carried out and the previous and present use of the building.

**4** We assess fees for a Regularisation Certificate based on the information you give in this section. You must send us the fee with the application. There is no VAT for this type of application.

**5** The 'applicant' is the person who the work is being done for.

Under the Building (Local Authority Charges) Regulations, the applicant has to pay the fee. This usually means the owner of the property that the application relates to.

We will send **ALL** invoices to the owner.

**6** Contact details of the agent.

**7** You should sign, date and return the form at least two days before you want an inspection.

## Step 2 Notes to Applicants

- Schedule 2 sets out the charge you have to pay based on an estimation of the total cost of the work.
- Schedule 3 sets out the charge you have to pay based on the total floor area of the work.

These notes are for general guidance only. You can get more details about the Regularisation Certificate in the Building (Local Authority Charges) Regulations 1998.

Once you have applied for regularisation you are responsible for meeting all the conditions under the Building Regulations. If you do not do this, we may send you an enforcement notice and take legal action.

Please send your application to:

Building Control, London Borough of Lambeth, PO Box 734, Winchester, SO23 5DG. Please make cheques payable to, 'London Borough of Lambeth'.

Include notes:

Only the owner can sign. See regulation 21.

We need plans of:

1. Unauthorised works.
2. Any other additional work proposed.

We may ask you to:

1. Open up parts of the building to carry out inspections. (For example foundations, drainage, floors, roof etc.)
2. Carry out tests.
3. Provide further drawings, calculations and other information relating to materials used in construction.

In some rare cases we may not be able to determine what work is required to comply with the relevant requirements.

Fee is not refundable.

**Step 3 Checklist (please turn over)**

<b>1.</b> Site address and post code:		<b>2.</b> Details of unauthorised work:	
Present use:		Planned use:	
<b>3.</b>		<b>4.</b>	
Approximate date the work started:		Number of homes:	
Previous use of building:		Total floor area of extension:	
Present use of building:		Estimated total cost of work:	

<b>5.</b> Applicant/Owner:			
Title (Mr, Mrs, Ms):		Initials:	Surname or company name:
Address:			
Phone:		Mobile:	
Fax:		E-mail:	
<b>6.</b> Agent:			
Title (Mr, Mrs, Ms):		Initials:	Surname or company name:
Address:			
Phone:		Fax:	
Mobile:		E-mail:	

I confirm that this application for a Regularisation Certificate is in line with regulation 21 (3) of the Building Regulations 2000. I am the owner of the property above. I understand that I may be required to lay open parts of the work, carry out testing and/or carry out further work to demonstrate compliance.

<b>7.</b> Your Signature:		Date:	
Print your name:		Your position (Owner, architect, engineer, builder):	

**For Official use only**

Building notice fee due		Schedule		Letter sent:	
Building notice fee paid:		Register?		Registration number	
Receipt number:		Date:		UPRN	
Method of payment:		Initial:			

### Step 3 Checklist

Please make sure you send the following with your application.

- The correct Regularisation charge (please see the enclosed fee sheet).
- Where possible, a plan of the unauthorised work.
- Where possible, a plan showing any extra work that needs to be done so the unauthorised work meets the requirements relating to building work in the building regulations which applied to that work when it was carried out.
- Any other information to support your Regularisation.

### Best Value Assessment

At Lambeth, we are committed to providing an excellent service and value all your comments on what we do. Please spend a few moments to say if you agree or disagree with the following statement.

Please put the relevant number in the box after each statement.

1 - Disagree, 2 - Neither agree nor disagree, 3 - Agree

- |  |                          |
|--|--------------------------|
| I found the application form clear and straightforward to use. | <input type="checkbox"/> |
| The fee sheet was easy to understand.                          | <input type="checkbox"/> |
| Staff were helpful.  | <input type="checkbox"/> |
| I received all the relevant information.                       | <input type="checkbox"/> |
| Overall, I feel satisfied with the service I have received.    | <input type="checkbox"/> |

More information

If you have any questions about the charges, please contact us on 020 7926 1200 (or) E-mail [buildingcontrol@lambeth.gov.uk](mailto:buildingcontrol@lambeth.gov.uk)