



# REGULARISATION APPLICATION

Building Act 1984 The Building Regulations 2010  
 Civic Centre, Home Gardens, Dartford, Kent DA1 1DR  
 Customer Services: 01322 343434 Fax: (01322) 343222  
 E-mail: [building.control@dartford.gov.uk](mailto:building.control@dartford.gov.uk)

This form is to be filled in by the person who intends to carry out building work or agent. If the form is unfamiliar please read the notes below or consult the office indicated above.

1. Applicant's details (see note 1)					
Title		First name		Last name	
House no/		Building name			
Street		Town			
Postcode		Phone			
Mobile		Email			
2. Agent's details (if applicable)					
Title		First name		Last name	
House no/		Building name			
Street		Town			
Postcode		Phone			
Mobile		Email			
3. Location of building to which work relates					
House no/		Building name			
Street		Town			
Postcode		Phone			
Mobile		Email			
4. Work carried out (description)					
5. Use of building					
If new building or extension, please state proposed use:					
Is the building to be put, or intended to be put, to a use which is designated for the purpose of the RRO Fire Safety (see note 5)					
6. Fees (see note 8 for information)					
If Table 1 work please state the total number of dwellings:					
If Table 2 please state floor area:		M <sup>2</sup>			
If Table 3 work please state the estimated cost of work excluding VAT:					
Regularisation fee = 120% x (Plan fee + Inspection fee)		Total:	£		
Note: The fee is not subject to VAT					
7. Statement					
I hereby apply for a Regularisation Certificate under Regulation 21(3) and is accompanied by the appropriate plans and details together with the fee. I also enclose full details of further works necessary to gain compliance with Building Regulations.					
Was the work for the benefit of a disabled person?					
If YES, I certify that the 'disabled person' is a person who is within one of the descriptions to which Section 29 of the National Assistance Act 1948 applies, and I attach documentary evidence in confirmation.				Date:	

**Why not Pay over the phone? Call 01322 343238 to use this facility.**

## Regularisation Application Notes

1	The applicant is the owner of the building.
2	A plan of the unauthorised work should accompany the application, plus details of any additional work that is required to secure compliance with the regulations. Please contact the Building Control Officer to confirm what particular details may be necessary in your application.
3	Guidance notes on fees indicate the standard fee payable. For regularisation applications the fee is 120% of the combined plan and inspection fee and is payable upon submission of the application (not subject to VAT).
4	Completion of this form and acceptance of the regularisation application shall not be deemed acceptance by the Council that the work is capable of being altered to achieve compliance with the Building Regulations. Neither does it imply that a Regularisation Certificate will be issued.
5	The local authority may require the owner to take reasonable steps, including laying open the unauthorised work for inspection by the authority, making tests and taking samples, as the authority thinks appropriate to ascertain what work, if any, is required to secure that the relevant requirements are met.
6	This application must be signed by the owner of the work.
7	These notes are for guidance only; particulars regarding regularisation of unauthorised building work are contained in Regulation 21 of the Building Regulations 2000 and in respect of fees, the Council's adopted fee table.
8	Persons regularising building work or a material change of use of a building are reminded that permission may be required under the Town and Country Planning Acts.
9	Further advice concerning the Building Regulations and Planning Permission may be obtained from the local authority.

**DATA PROTECTION** - We will use the personal information you give us to administer our building control function.

Our **lawful bases** for processing your personal information are:

- our legal obligation(s) under the Building Act 1984
- our legal obligation(s) under the Building Act 2010 supported by Approved Documents
- necessary for the performance of a task in the public interest or in the exercise of official authority vested in the Data Controller (under the above legislation)

Some of the information that is collected is classified as **special category personal data** and/or personal data consisting of **criminal convictions and offences (including alleged offences)**. This is processed for reasons of substantial public interest under the laws that apply to us (see above) where this helps to meet our broader social obligations such as where it is necessary for us to fulfil our legal obligations and regulatory requirements. We have a Data Protection Policy that sets out how this information will be handled.

Dartford Borough Council, Civic Centre, Home Gardens, Dartford, Kent DA1 1DR is the Data Controller [dataprotection@dartford.gov.uk](mailto:dataprotection@dartford.gov.uk)

Please refer to our Corporate Privacy Notice and the Privacy Notice for Building Control Services at [www.dartford.gov.uk](http://www.dartford.gov.uk) for further details on how we process your personal information and your rights.