

# BUILDING CONTROL PARTNERSHIP



[www.tmbc.gov.uk](http://www.tmbc.gov.uk)

If you would prefer correspondence by email, please provide your address where indicated.

**Email:** [building.control@sevenoaks.gov.uk](mailto:building.control@sevenoaks.gov.uk) **Telephone:** 01732 227000  
Building Control, Council Offices, P.O.Box 182, Argyle Road, Sevenoaks, Kent TN13 1HG

## Regularisation

The Building Act 1984 The Building Regulations 2010

This Regularisation Application conforms to the Building Regulations 2010 and may be used for submissions with any Local Authority in England and Wales. This form is to be completed by the owner or their agent. If the form is unfamiliar please read the notes on the reverse side or consult the office indicated above.

### 1. Applicant details (see note 1)

First name:	<input type="text"/>	Surname:	<input type="text"/>
Address:	<input type="text"/>		
Postcode:	<input type="text"/>	Telephone:	<input type="text"/>
Email:	<input type="text"/>		

### 2. Agents details (If applicable)

Company name:	<input type="text"/>		
Address:	<input type="text"/>		
Postcode:	<input type="text"/>	Telephone:	<input type="text"/>
Email:	<input type="text"/>		

### 3. Location of unauthorised work

Address:	<input type="text"/>
Postcode:	<input type="text"/>

### 4. Description of unauthorised work (See note 2)

### 5. Date unauthorised work was carried out (See note 8)

Date:	<input type="text"/>
-------	----------------------

### 6. What is the present use?

### 7. What is the previous use?

## 8. Fees

Regularisation fee: \_\_\_\_\_ £ \_\_\_\_\_  
Value of work and/or floor area for table 2 (where applicable) £ \_\_\_\_\_ m<sup>2</sup>

Application fees can be paid by visiting [www.sevenoaks.gov.uk](http://www.sevenoaks.gov.uk) or by calling 01732 227376.

Please make Cheques payable to either Sevenoaks DC or Tonbridge & Malling BC depending upon location of site.

## 9. Additional information

Please include any additional plans, photos and/or calculations which may assist in processing your application.

## 10. Statement

This application is given in relation to the building work as described, is submitted in accordance with Regulation 18 (2) and is accompanied by the appropriate fee.

Full name:  Signature:   
Date:

Personal data collected through this form will be held and processed in accordance with the General Data Protection Regulation, the Data Protection Act 2018 and, except where otherwise stated, in accordance with the Council's Privacy Statement. The Council's Privacy Statement, including more information about your data protection rights, can be found at [www.sevenoaks.gov.uk/privacy](http://www.sevenoaks.gov.uk/privacy)

## Notes

- 1 The applicant is the building owner.
- 2 One copy only of this application should be completed and submitted with plans and particulars indicating the works carried out and the necessary works (if required) to achieve compliance with the Building Regulations.
- 3 A regularisation application must be accompanied by the appropriate fee. Refer to the regularisation fee schedule (VAT is not payable).
- 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 The notes are for general guidance only, full particulars of a Regularisation request are contained in Regulation 18 of the Building Regulations 2010 (as amended) and in respect of fees, in the Building (Local Authority Charges) Regulations 2010.
- 6 Persons who have carried out the building work or have made a material change of use of a building are reminded that permission may also have been required under the Town & Country Planning Act.
- 7 Further information and advice may be obtained from your local authority.
- 8 An application for a Regularisation Certificate in respect of unauthorised building works can only be applied for if the works commenced on or after 11th November 1985.

## Official use only

Application no:  Receipt no:   
Amount received: (inc VAT) £