



# Regularisation Certificate Application

This form is to be filled in by the person who has carried out building work, the property owner or their agent. For further information please speak Building Control. For help in completing this form, please read the accompanying notes or phone this office on 01253 476219. Please type or use black ink

**1 Your details** (person applying) (see note 1)

Name:

Address:

(include postcode) Tel:  Email:

**2 Agent's details** (if you have one) / **Builder Details** (please delete as appropriate) (see note 2)

Name:

Address:

(include postcode) Tel:  Email:

**3 Location of building to which the work relates**

Address:

(include postcode)

**4 Work carried out**

Description:

**5 Date of work carried out** (see note 3)

This must be after Nov 1985 if not known give approximate date

**6 Use of the building** (see note 4)

1. What is the building used for?

2. If the work was on an existing building, what as its previous use?

**7 Charges** - Please make cheques payable to Blackpool Council (see note 5)

Please see our guidance note on charges which is available on request

Regularisation charge (inc VAT) £

**Origin of Charge:** Please complete either Option 1 or 2

**1. Standard charge tables**

This charge has been taken from table A B C D E (please circle)

**2. Individual charge**

This project is subject to an individual charge. The reference number is

**Electrical installations in dwellings only** (for works carried out AFTER 1st Jan 2005) (see note 6)

Please indicate which of the following methods you used to demonstrate that all fixed electrical installation works associated with this application were designed, installed, inspected and tested in accordance with Part P of the Building Regulations *Please tick only one*

- a) Part P registered competent installer      Name.....       Yes  
 Trade Association .....      Membership Number.....(if known)  
 (e.g. NICEIC, NAPIT, ECA)
- b) BS7671 Certificate <sup>\*1</sup>       Yes  
 (A qualified electrician will certify that the work has been designed, installed, inspected and tested in accordance with BS7671 and provide an Electrical Installation Certificate with associated inspection and testing schedules to BS7671)
- c) Building Control <sup>\*1</sup>       Yes  
 (if you carried out your own electrical installation and require Building Control to test it, you must provide a detailed design of the installation to Building Control for approval)
- d) Don't Know <sup>\*2</sup>       Yes

For further information on the requirements of Part P Electrical Safety, what is notifiable work, Competent Person Schemes and Exempt works please see our guidance note available separately.

\*1 Please Note: These options will carry an additional charge of £100 if there is notifiable electrical work involved in the project.

\*2 Please Note: This option will carry an additional charge of £100 if there is notifiable electrical work which is NOT carried out by a Part P installer

**Statement Regularisation**

This notice is given in relation to the building work as described, is submitted in accordance with regulation 18 and is accompanied by the appropriate fee. I understand that the Local Authority may require me to take such reasonable steps (e.g. opening up of work for inspection, making tests and taking samples) as appropriate to establish compliance or otherwise

Signed:

Date:

**For Office Use Only**

Date Received	<input type="text"/>	Receipt Number	<input type="text"/>
Cash / Cheque / Card £	<input type="text"/>		
Plan Fee	<input type="text"/>	Inspection fee	<input type="text"/>
VAT	<input type="text"/>	VAT	<input type="text"/>
Total	<input type="text"/>	Total	<input type="text"/>



# Regularisation Form Notes

## Notes for Completion of Form

1. The applicant is the person on whose behalf the work has been carried out, e.g. the building owner.
2. The agent is normally the person employed to act on behalf of the applicant in submitting the application. This is normally your architect but can also be your builder. **Please note:** if you fill in box 2 as your agent, all correspondence will go to them. If you fill in box 2 as your builder, all correspondence will go to the applicant in box 1
3. Regularisation applications can only be accepted for work which has been carried out AFTER November 1985.
4. If the works involve extensions or alterations to a domestic dwelling please state “domestic”.
5. **Fees.** The appropriate fee is dependant on the type of work previously carried out. A fee scale and methods of calculation are set in the guidance note on fees which is on our website or available on request.

<b>Table A</b>	applies to new dwellings of up to 300m <sup>2</sup> and flats up to 3 storeys and applies to both purpose built and change of use / converted flats.
<b>Table B</b>	applies to extensions, loft and garage conversions, garages and car ports built at existing dwellings
<b>Table C</b>	applies to any other work to an existing dwelling including replacement windows, re-roof, structural alterations etc.

### INDIVIDUAL CHARGES

The tables listed above contain our STANDARD CHARGES. The tables also list certain types of work for which an individual charge applies. These individual charges are tailor-made for your project and will be calculated on request. If your project is subject to an individual charge please email [building.control@blackpool.gov.uk](mailto:building.control@blackpool.gov.uk) entitled request for 'Building Regulation charge', along with a full description of the work you propose. We will contact you regarding this within 24 hours. Alternatively, please phone 01253 476219.

If you wish to Regularise any work carried out to a non-domestic building, please contact us for further advice on the fees to be charged. If your project type is not in the tables listed above you are subject to an individual charge.

6. **From the 1<sup>st</sup> January 2005** any new electrical wiring or fixed electrical components for a domestic dwelling or outbuilding must be designed and installed in accordance with Part P of the Building Regulations. There are three ways of ensuring this which are shown on the application form. The quickest and simplest method of compliance is to use an electrical contractor who is a member of an electrical Competent Person Self Certification Scheme approved by the Secretary of State. If your electrician is not a member of one of these schemes, you must ensure they are suitably qualified to undertake the installation and be able to design, install, inspect and test the installation in accordance with BS7671. Copies of suitable qualifications must be provided and Building Control will require, at completion, an Electrical Installation Certificate signed by the electrical contractor. If your electrical contractor cannot demonstrate their competence, or you wish to undertake the electrical installation yourself, Building Control will arrange for the testing to be carried out for you. Should you wish to pursue this option, a full detailed design of the installation must be submitted to us for approval. We will then inform you of when we wish to inspect/test the installation for which you must provide reasonable access.

### **FAILURE TO DEMONSTRATE COMPLIANCE THROUGH ONE OF THE ABOVE ROUTES WILL PREVENT THE ISSUE OF A REGULARISATION CERTIFICATE.**

Please note: part of any domestic works should any notifiable electrical works be carried out where the contractor is NOT a member of an Electrical Competent Self Certification Scheme an additional charge will be payable as part of your Building Regulations submission. Please see the fee tables for more information.

One of the most important parts of approving an electrical installation is the undertaking of an inspection of all electrical cables prior to them being covered up. This is commonly referred to as a '1st fix' or 'pre-plaster' inspection. In the case of a Regularisation application, you will be required to demonstrate compliance in this area even if the cables have been covered previously.

If your electrical work was carried out by an electrical contractor who is Part P registered, we will check our database as all their work must be registered with us. If this is the case we will accept the electrical installation as being compliant.