

REGULARISATION CERTIFICATE APPLICATION FORM

The Building Act 1984
The Building Safety Act 2022
The Building Regulations 2010 as amended

BUILDING CONTROL

Maidstone House, King Street, Maidstone, Kent, ME15 6JQ

Tel: 01622 602701

Email: building@maidstone.gov.uk

Reference N°: (Office use only)

To be completed by the person intending to carry out the work or their agent. Please read the notes on the reverse.

1 Applicant Details

Name: _____

Address: _____

Postcode: _____ Tel: _____ Email: _____

2 Agents Details (if applicable)

Name: _____

Address: _____

Postcode: _____ Tel: _____ Email: _____

3 Location of the building/site to which the building work relates

Address: _____

Postcode: _____ What3words: _____

4 Details of the unauthorised work carried out

Description _____

Date: _____

(Any building work carried out before 11th November 1985 is not eligible to be regularised)

5 Fees (See Note 7)

Our charges are detailed on a separate form. Please refer to that guide and for the heading of the type of application you are submitting. If you are unsure, please leave this section blank and we will provide you with a quote on receipt of the application.

FEE SUBMITTED £

6 Statement

This application is made in relation to the building work as described above and is submitted in accordance with [Regulation 18](#) and accompanied by the appropriate fee. I understand that there is no obligation on the council to issue a Regularisation Certificate unless they are entirely satisfied that the works fully comply with the Building Regulations and that this may involve opening up construction for inspection by the Council and testing. (See notes 3 and 4)

Name: _____ Signature: _____

Date: _____

DATA PROTECTION: For further details of how we process your personal information and for details on your additional rights, please refer to [MBC data protection on our website](#)

www.maidstone.gov.uk

Regularisation Notes

- 1 The applicant is the person on whose behalf the building work is being carried out eg. the building owner.
- 2 This form should be completed and submitted with a plan of the unauthorised work, and a further plan or specification to indicate further work to achieve compliance with the Building Regulations.
- 3 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.
- 4 Submitting this form and the Regularisation fee does not mean the council agree that the work is capable of being altered to achieve compliance with the building regulations. Unless entirely satisfied that the work complies with building regulations and associated legislation, the Regularisation Certificate may be refused. The council will not be held liable for costs or losses associated with such refusal.
- 5 Building Regulation and Planning are two different permissions. Permission under the Building Regulations does not mean that the work has planning permission. Not all work requires both Building Regulation and Planning permission.
- 6 The notes are for general guidance only. For more complete information please consult [Regulation 18](#) of the Building Regulations (as amended).
- 7 The regularisation charge is required to cover the cost of assessing the application and all inspections. This must be paid in full when submitting the application. There is no VAT payable on this type of application, however the fee is 120% of the normal net fee.