

Building Control  
Place Division  
London Borough of Richmond upon Thames  
Civic Centre, 44 York Street, Twickenham, TW1 3BZ  
Email: [buildingcontrol@richmond.gov.uk](mailto:buildingcontrol@richmond.gov.uk)



## Building Regularisation Certificate Application Form (England)

The Building Act 1984, The Building Safety Act 2022, The Building Regulations 2010 (as amended)

### 1 Applicant details

Name.....  
Address (incl postcode).....  
Phone/Mobile .....  
Email .....

### 2 Client details (where different from the Applicant)

Name.....  
Address (incl postcode).....  
Phone/Mobile .....  
Email .....

### 3 Contractor's details

Name.....  
Address (incl postcode).....  
Phone/Mobile .....  
Email .....

### 4 Location of the site to which the building work relates

Address (incl postcode).....  
.....

### 5 Unauthorised works

Description of the unauthorised work  
.....  
.....  
.....  
.....

## 6 Previous use of the building

.....

.....

.....

.....

.....

## 7 Regulatory Reform (Fire Safety) Order 2005 (as amended)

Is the building a building to which the [Regulatory Reform \(Fire Safety\) Order 2005](#) applies or will apply after completion of the building work?

Yes / No \* delete as appropriate

## 8 Does the proposal impose a requirement under Part H4

Building over or within 3m of a drain, sewer or disposal main?

Yes /No \* delete as appropriate

## 9 New build dwellings and newly created dwellings ONLY

Do you have planning permission? .....Yes / No / Waiting Permission

Have planning specified any optional requirements? .....Yes / No / Waiting Permission

**Please specify the number of units required under the following categories:**

Part M4(2) Accessible and Adaptable Dwellings .....

Part M4 (3) Wheelchair User Dwellings .....

Please specify how many litres is the requirement for Part G Water Efficiency .....

**If you do not yet have planning permission this must be provided within 28days of that consent.**

## 10 Charges

The appropriate charge is payable on submission of the Regularisation Notice to contribute towards the cost of site inspections, normally as a single payment, which covers all necessary site visits until satisfactory completion of the work in accordance with the Building Regulations. However, where additional costs are incurred, they can be subject to further payment.

**Work Code**  
([see fee charges](#))

**Total floor area / Est. of Costs**

Please give the name/address to whom the invoice should be sent to:

Name .....

Address (incl postcode).....

## 11 Statements

Did the work involve home electrical installation work to which Part P of the Building Regulations applies?

**Yes / No** \*delete as appropriate

If YES, did you use an electrician who is registered with a Competent Persons Self-Certificate Scheme?

**Yes / No** \*delete as appropriate

## 12 Declaration

This application is made in relation to the building work etc., as described above. It is submitted in accordance with [Regulation 18](#) and is accompanied by the appropriate charge.

I/We apply for a Regularisation Certification as described on this form and as detailed on my supplementary documents.

**Signature** .....

**On behalf of** .....

(insert Applicants name where the declaration is made by an Agent)

**Date** .....

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Additional information will also be required to accompany your application depending upon the work proposed. Further information can be found in the attached notes and checklist. This form cannot be used for building regularisation certificate applications for higher-risk building work or stage of higher-risk building work or for work to existing higher-risk buildings. Applications for building work to higher-risk buildings can be made [here](#).