

## Application for Regularisation Certificate

Building Control Act 1991  
Building Regulations 2007

### Applicant

Name

Address

Telephone (Required)

Email

Address or location of work

Description of work

Date that the work was carried out

Fixed Fee  £

or  
Fee based on Cost of Work  £  
(see guidance notes on fees)

Total estimated cost of works  £  
(excluding VAT)

### Agent (if any)

Name

Address

Telephone (Required)

Email

Total floor area of Proposals  Square Metres  
(Not required in the case of a small domestic building)

Please state present use of the building

**Cheques payable to Douglas Borough Council**

I declare that to the best of my knowledge and belief the above particulars are correct.

Signed

Print Name

Date  /  /

## BUILDING REGULATION GUIDANCE NOTES

This form must be carefully completed by the person or agent making the application and submitted with the plans, sections, elevations and such details and calculations in duplicate as are necessary to show that the proposal complies with the Building Regulations as required by Regulation 11, together with the relevant fee in accordance with Regulations 4, 5 and 6 of the Building (Fees) Regulations 2012.

It is recommended that plans and sections should be drawn on durable paper to a scale of not less than 1:100 and should show:

- (i) the level of the site in relation to street levels and some known datum;
- (ii) the level of the ground floor;
- (iii) the position of the damp proof course and any other barrier to moisture, the position, form dimensions of foundations, rooms, walls, windows, floors roof structure, chimney and other relevant parts of the building;
- (iv) such details to show adequate means of escape in case of fire (where applicable) and adequate precautions to prevent fire spread;
- (v) adequate details to show resistance to passage of sound, details to show adequate ventilation, hygiene, drainage and waste disposal, heat-producing appliances, stairways, ramps and guards and conservation of fuel and power.

A block plan should be provided drawn to a scale of not less than 1:1250 showing:

- (i) the size and position of the building, or the building as extended, and its relationship to adjoining boundaries;
- (ii) the boundaries of the curtilage of the building, or the building as extended, and the size, position and use of every other building or proposed building within that curtilage;
- (iii) the width and position of any street on or within the boundaries of the curtilage of the building or the building as extended;
- (iv) the lines of drainage, the respective levels of sewer outfall, the position of the various inspection chambers and their respective cover and invert levels, the position of any sewer, septic tank or cesspit and the method of disposing of surface water.

A location plan, showing the position of the site, should also be provided when the position of the site is not readily identifiable from the block plan.

## GENERAL NOTE

**2 COPIES OF THIS FORM SHOULD BE COMPLETED (3 FOR COMMERCIAL)**

**2 COPIES OF PLANS SHOULD BE SUBMITTED (3 FOR COMMERCIAL)**

Douglas Borough Council will use the information you provide in accordance with the Data Protection Act 2002 for the purposes of the Building Regulations. On occasion, the information may be shared between different departments of the Council and may also be passed to other related Government Agencies. In such instances the Council will ensure that your personal data is processed in accordance with the Act.

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