

**Building Control Acts 1990 and 2007****Application for a Regularisation Certificate****Building Control Authority:****OFFICIAL USE**

Date Received \_\_\_\_\_  
 Register Ref. \_\_\_\_\_  
 Entered on \_\_\_\_\_  
 Entered by \_\_\_\_\_  
 Fee Received \_\_\_\_\_

Application is hereby made under Part IIIA of the Building Control Regulations 1997 to 2009 for a Regularisation Certificate in respect of the works or building to which the accompanying drawings apply.

**1. APPLICANT: Owner / Leaseholder (delete as appropriate)**

FULL NAME: \_\_\_\_\_

ADDRESS: \_\_\_\_\_

SIGNATURE: \_\_\_\_\_

TELEPHONE No.: \_\_\_\_\_ DATE: \_\_\_\_\_

Owner of works or building (if different to above): \_\_\_\_\_

**2. Location of works or building:****3. Classification of works or building**

Construction of new building	YES	NO
Material alteration	YES	NO
Material change of use	YES	NO
Extension to a building	YES	NO

4. Description of works or building:

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5. Where a change of use applies:

(a) Existing use

(b) New use \_\_\_\_\_

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6. Works involving the construction of a new building, or a building the material use of which is being changed—

(a) Number of basement storeys

(b) Number of storeys above ground level

(c) Height of top floor above ground level \_\_\_\_\_ (metres)

(d) Floor area of building \_\_\_\_\_ (sq. metres)

(e) Total area of ground floor \_\_\_\_\_ (sq. metres)

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7. Works involving an extension or the material alteration of a building:

Floor area of extension \_\_\_\_\_ (sq. metres)

Floor area of material alteration \_\_\_\_\_ (sq. metres)

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8. Planning Permission for the works or building in question:

Date Planning Permission was granted:

Planning Reference No.:

9. Date construction started:	_____
Is construction of the building completed?:	<u>YES</u> <u>NO</u>
Date of completion:	_____
Is the building occupied or operational?:	<u>YES</u> <u>NO</u>
Is the building still under construction?:	<input type="checkbox"/> 25% <input type="checkbox"/> 50% <input type="checkbox"/> 75%
Have any modifications to the original design been made during construction?:	<u>YES</u> <u>NO</u>
If yes, was planning permission sought (if necessary) for the modifications?:	<u>YES</u> <u>NO</u>
_____	
10. Amount of Fee (accompanying this application) \	_____

**Note:—**

**1. This Application Form for a Regularisation Certificate must be accompanied by a Statutory Declaration.**

**2. This Application Form must be accompanied by a complete and certified set of drawings for the works or building as commenced or constructed.**

**FORM OF STATUTORY DECLARATION FOR A REGULARISATION  
CERTIFICATE**

**Building Control Acts 1990 and 2007**

**Regularisation Certificate Statutory Declaration**

<b>Building Control Authority:</b>	<b>OFFICIAL USE</b>
	Register Ref.

I/We \_\_\_\_\_

of

do solemnly and sincerely declare that the drawings, documents and information supplied in relation to the attached application for a Regularisation Certificate for the building as constructed or in respect of works already carried out to date:

pursuant to article 20C of the Building Control Regulations 1997 to 2009 are true and accurate and that the works comply fully with Part B (Fire Safety) of the Second Schedule to the Building Regulations.

I/We solemnly declare to agree to inspection of the works/building by the Building Control Authority in carrying out its functions under the Act.

I/We solemnly declare to abide by any conditions, including conditions to carry out additional work considered appropriate by the Building Control Authority necessary to enable the Authority to issue a Regularisation Certificate.

I/We accept that where the conditions attached to the Regularisation Certificate are not fully complied with to the satisfaction of the Building Control Authority within a period of 4 months from the date of issue of the Regularisation Certificate, the Certificate shall not have effect.

Signed: \_\_\_\_\_

Date:

Signed in the presence of Commissioner of

Oaths:Name:

Address:

Signature:

Commissioner of Oaths

**Warning: It is an offence for a person to knowingly or recklessly make a Statutory Declaration that is false or misleading in a material respect.**

