

Building Control Act 1991
The Building Regulations 2014 as amended by the
The Building Control (Approved Documents)
Application for Regularisation Certificate

Please complete in BLOCK CAPITALS and in black ink.

The person here below named as the applicant is responsible for payment of the appropriate fee.

All relevant questions on this form must be answered.

For Office Use Only

Date:

Receipt Number:

Site Address

Address

Applicant

Name

Address

Telephone number

E-Mail Address

Description

Date work commenced

(if known)

Use of Building

If a new building or extension, please state proposed use.

If an existing building, please state present use.

Number of storeys in the building (basement counts as one)

Is the building to be put to designated use under the Fire Precautions Act 1975?

Yes

No

Is the building to be connected to a septic tank or a multi stage treatment tank discharging into an irrigation field less than 10m from a watercourse?

Yes

No

Planning Details

Has an application for planning approval been made?

Yes

No

If **Yes**, please state the planning application number.



The Department of Environment, Food & Agriculture is a controller for the purposes of the Data Protection Act 2018 and related legislation and requires the information supplied by this application in the public interest under the Building Control Act 1991 and its subordinate Regulations and Orders.

Your personal information will be held by the DEFA for the purposes of processing this application and to ensure compliance with the provisions of the Act.

Some of the information you provide will be shared with the:

- Chief Fire Officer in compliance with obligations set by the Fire Precautions Act 1975,
- Manx Utilities (Sewerage) and Local Authorities, where consultation is required by statute

Further, detail in the form of Parish, address and completion dates will be shared across Government for the purposes of statistical and economic information.

We will only keep your details for up to three years beyond completion of the works.

Full details of how and why the DEFA P&BC processes your personal information are contained in our [P&BC Privacy Notice](#) available on our website.

If you would like further information on how your personal information is processed and your rights please contact the Department's Data Protection Officer on 686781 or by email at DPO-DEFA@gov.im

If signed by an Agent all statutory obligation remains with the property owner.

Statement

I/We hereby apply for a Regularisation Certificate in accordance with Regulation 26 of the Building Regulations 2014 (as amended) in relation to the building work described. I enclose the appropriate fee payable and consent to deposit any amended or further plans if asked in writing to do so.

Signed

Date

Fee ENCLOSED—The Regularisation fee is payable in accordance with the current Fees Regulations (Plan + Inspection) PLUS the 'Unauthorised Work Fee' - Regulation 6(3)

£

Guidance Notes - Depositing of Plans for Regularisation Certificate

Two copies of this form should be completed and submitted with plans and particulars in accordance with the provisions of Regulation 26 of the Building Regulations 2014 (as amended).

This form shall be accompanied by the following:

Covering Letter	To explain the nature of the works
Site Location Plan	A current up to date plan in order to identify the property (these can be purchased from Planning and Building Control)
Block Plan	Showing the boundaries of the curtilage of the building or the building as extended, and its relationship to adjoining boundaries (including written dimensions from each side of the building to its relevant boundary), and the size, position and use of every other building or proposed building within that curtilage.
Drainage particulars	detailing the provision to be made for drainage of the building or extension, and particulars, if Section 12 of the Act applies, of the precautions to be taken in building over a sewer.
Floor Plans	Scale of 1:50 minimum. All levels should be related to a Temporary Bench Mark (TBM) transferred from an Ordnance Bench Mark (OBM).
Section(s)	Scale of 1:50 minimum
Elevations	Scale of 1:100 minimum
Detail Plans	Scale of 1:20 minimum i.e. entrance threshold detail - access for disabled persons.
Engineering Detail	Where applicable engineering calculation and plans must form part of the application at time of submitting the application: Acoustic Report, Air Test Certificate, Asbestos Survey, Environmental Assessment, Fire Strategy Report, Sprinkler Installation Certificate, Alarm Installation Certificate, Site Assessment Procedure, Structural Engineers Report

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