



South Holland District Council
Building Control
Council Offices
Priory Road
Spalding
Lincolnshire PE11 2XE

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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

Email

2 Location of site to which the building work relates

Address (incl postcode)

.....

.....

3 Unauthorised works

Description of the unauthorised work

.....

.....

	No, Floor Area or Estimated cost	Fee Submitted
Creation of Dwelling		£
Domestic Extensions & Alterations		£
Other, Non-Domestic Work (Ext and New Build)		£
Other, Non-Domestic Work (Alteration)		£
Individually determined charge		
Work Exempt	Yes <input type="checkbox"/> No <input type="checkbox"/>	

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](#).

4 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 any supplementary documents.

Signature

On behalf of

insert applicants name where the declaration is made by an agent

Date

SouthHolland District Council is a Data Controller and can be contacted at Priory Road, Spalding, PE11 2XE (Tel: 01775 761161). The Data Protection Officer can be contacted at the same address. We are collecting your personal data as part of our Public Task in order to process your Building Regulations application as required by regulations 12(2) and 18(2) of the Building Regulations 2010 (as amended) and the Building Act 1984. Your data will be shared with third parties where consultation is required by legislation, i.e. Water Authority or Fire and Rescue Service, and it may be used for Council purposes, in order to prevent or detect crime, to protect public funds or where we are required or permitted to share data under other legislation. A record of your application will be kept indefinitely, however any information provided or created as part of your application will be kept for 15 years after the application is completed inline with our retention policy, and then will be securely destroyed.

Building Control privacy notice - South Holland District Council (sholland.gov.uk)