

**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

**Building Regularisation Certificate Application**

Description of the unauthorised work

**4**

# Declaration

This application is made in relation to the building work etc., as described above. It is submitted in accordance with [Regulation 18](https://www.legislation.gov.uk/uksi/2010/2214/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

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](https://www.gov.uk/guidance/manage-a-building-control-application-for-a-higher-risk-building?utm_medium=email&utm_campaign=govuk-notifications-topic&utm_source=c6323063-0050-4c04-b498-92296e154abd&utm_content=immediately).

**Privacy notice for building regulations applications**

Building legislation ([The Building Act 1984](https://www.legislation.gov.uk/ukpga/1984/55/contents) and [The Building Regulations 2010](http://www.legislation.gov.uk/uksi/2010/2214/contents/made) (as amended)) requires New Forest District Council to Take details and keep a record of applicants and proposals for the purposes of the building regulations.

**Who processes my data?**

The information that you provide with the building regulations application will be processed by New Forest District Council, which is the data controller for the purposes of the Data Protection Act.

**What is my data used for?**

The information that you provide for a building control application including personal data, will be used to deal with your building control application. **Who sees my data?**

The building regulation applications are closed applications, and no personal data is uploaded to the New Forest District Council website.

We will keep your data for 16 years after completion of your project. Your information **will not be shared further** unless there are legal reasons to do so. Individuals have a number of rights under data protection law, including the right to request their information. You also have a right to make a complaint about our handling of your personal data to the [Information Commissioner's Office](https://ico.org.uk/).

Information you provide will only be used for the stated purpose. You can find further information about the processing of your data on the [www.newforest.gov/article/18215/gdpr](http://www.newforest.gov/article/18215/gdpr)

You can contact the council's Data Protection Officer using the following link. data.protection@nfdc.gov.uk

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