| **Applicant’s Details** | **Agent’s Details** | **Builder [if known]** |
| --- | --- | --- |
| **Name:** |  |  |  |
| **Address:** |  |  |  |
| **Postcode:** |  |  |  |
| **Tel:** |  |  |  |
| **Mobile:** |  |  |  |
| **Email:** |  |  |  |
| **Location** | **Proposed Works** | **Use of Building/extension** |
| **Address:****Postcode:** |  |  |  |
| **Please ensure all elements of work are clearly identified (see notes).** |
| **Fees:** | Schedule A | Dwellings | Ref: A  |
|  | Schedule B | Domestic extensions and alterations, detached garages etc | Ref: B  |
|  | Schedule C | Non Domestic work | Ref: C  |
| **Fee Exemption** | Disabled: **YES / NO** | Doctors Letter: **YES / NO** | Social Services letter: **YES / NO** |
|  |
| **Inspections** | Inspections will be carried out as appropriate and a Regularisation Certificate will be issued once the submitted details have been reviewed, the works have been inspected, shown to comply with the Building Regulations and all fees relating to the work have been paid. |
| **Statement** | This notice is given in relation to the building work as described, is submitted in accordance with Regulation 14(2) and is accompanied by the appropriate fee.  |
| Name: | Signature: | Date: |

**Regularisation Submission**

**The Building Act 1984 (as amended)**

**The Building Regulations 2010**

**TENDRING DISTRICT COUNCIL, Building Control, Planning Services, Town Hall, Station Road, Clacton On Sea, CO15 1SE**

**Tel: 01255 686111 Email: bcinspections@tendringdc.gov.uk www.tendring.gov.uk**