

Notes:

1. The 'Applicant' is the person on whose behalf the work is being carried out, e.g. the owner
2. Where this section is completed, all correspondence up to the decision of the application will be sent to this person
3. You may only apply for a Regularisation Certificate if the unauthorised work was commenced on or after the **11th November 1985**
4. The work that you carried out may have required Planning Permission. You are advised to contact the council's Development Control Section on 01530 454666/454665 for further assistance.
5. The appropriate charge is dependent upon the type of work proposed. Please note that some internal alterations, e.g. installation of heating systems (including storage tanks), loft conversions, removal of walls, replacement windows, etc are controlled by Building Regulations, consequently a separate charge is levied in addition to any charge for an extension. Please refer to our fees schedule, or ring Building Control to confirm the correct charges.

Cheques should be made payable to NWLDC.

6. On receipt of this application, the area surveyor will contact you to make arrangements for inspecting the work. It is the responsibility of the owner to organise and expose any areas of work that are queried. Further inspections and remedial work may then be required to achieve compliance with the Building Regulations relevant at the time of construction.
7. Should you require further help or information, please ring Building Control Services on 01530 454692
8. The completed application should be returned to:-
9. Head of Building Control
North West Leicestershire District Council
Building Control
Council Offices
Coalville
Leicestershire
LE67 3FJ