

**BUILDING CONTROL ACTS 1990 and 2007  
APPLICATION FOR A REGULARISATION CERTIFICATE**

TO: LOUTH COUNTY COUNCIL  
County Hall  
Millennium Centre  
Dundalk

**OFFICIAL USE**

Date Received \_\_\_\_\_  
Register Ref. \_\_\_\_\_  
Entered on \_\_\_\_\_  
Entered by \_\_\_\_\_  
Fee Received \_\_\_\_\_  
Receipt No. \_\_\_\_\_

Application is hereby made under Part IIIA of the Building Control Regulations 1997 to 2009 for a Regularisation Certificate in respect of the works or building to which the accompanying drawings apply.

1. APPLICANT: **Owner/Leaseholder** (delete as appropriate)

FULL NAME: \_\_\_\_\_

ADDRESS: \_\_\_\_\_  
\_\_\_\_\_

SIGNATURE: \_\_\_\_\_

TELEPHONE NO.: \_\_\_\_\_ DATE: \_\_\_\_\_

**Owner of works or building** (if different to above):

NAME: \_\_\_\_\_

ADDRESS: \_\_\_\_\_  
\_\_\_\_\_

2. Location of works or building:

\_\_\_\_\_  
\_\_\_\_\_

3. Classification of works or building:

Construction of new building	<u>YES</u>	<u>NO</u>
Material alteration	<u>YES</u>	<u>NO</u>
Material change of use	<u>YES</u>	<u>NO</u>
Extension to a building	<u>YES</u>	<u>NO</u>

4. Description of works or building:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

5. Where a change of use applies:

(a) Existing use: \_\_\_\_\_

(b) New use: \_\_\_\_\_

6. Works involving the construction of a new building, or a building the material use of which is being changed -

(a) Number of basement storeys \_\_\_\_\_

(b) Number of storeys above ground level \_\_\_\_\_

(c) Height of top floor above ground level \_\_\_\_\_ (metres)

(d) Floor area of building \_\_\_\_\_ (sq. metres)

(e) Total area of ground floor \_\_\_\_\_ (sq. metres)

7. Works involving an extension or the material alteration of a building:

Floor area of extension \_\_\_\_\_ (sq. metres)

Floor area of material alteration \_\_\_\_\_ (sq. metres)

8. Planning Permission for the works or building in question:

Date Planning Permission was granted: \_\_\_\_\_

Planning Reference No.: \_\_\_\_\_

9. Date construction started: \_\_\_\_\_

Is construction of the building completed? YES NO

Date of completion: \_\_\_\_\_

Is the building occupied or operational? YES NO

Is the building still under construction? 25% 50% 75%

Have any modifications to the original design been made during construction?  
YES NO

If yes, was planning permission sought (if necessary) for the modifications?  
YES NO

10. Amount of Fee (accompanying this application) € \_\_\_\_\_

**Note: -**

**1. This Application Form for a Regularisation Certificate must be accompanied by a Statutory Declaration.**

**2. This Application Form must be accompanied by a complete and certified set of drawings for the works or building as commenced or constructed.**