

**FORM OF APPLICATION FOR A REGULARISATION  
CERTIFICATE *Article 20C(2)***

**Building Control Acts 1990 and 2007  
Application for a Regularisation Certificate**

Wicklow County Council  
Water & Environmental Services Section  
County Buildings  
Station Road  
Wicklow Town  
PH 0404 20236  
Fax 0404 67792

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)**

**FULLNAME:** \_\_\_\_\_

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

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

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

**Telephone`** \_\_\_\_\_

**DATE:** \_\_\_\_\_

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

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

**2.**

**Location of works or building:**

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

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

**3.**

**Classification of works or building**

Construction of new building	YES	NO
Material alteration	YES	NO
Material change of use	YES	NO
Extension to a building	YES	NO

**4.**

**Description of works or building:**

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

**5. Where a change of use applies:**

Existing Use \_\_\_\_\_

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.**

**FORM OF STATUTORY DECLARATION FOR A  
REGULARISATION CERTIFICATE** *Article 20C(2)*

**Building Control Acts 1990 and 2007**

**Application for a Regularisation Certificate**

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Station Road

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I/We \_\_\_\_\_

of \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

do solemnly and sincerely declare that the drawings, documents and information supplied in relation to the attached application for a Regularisation Certificate for the building as constructed or in respect of works already carried out to date:

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

pursuant to article 20C of the Building Control Regulations 1997 to 2009 are true and accurate and that the works comply fully with Part B (Fire Safety) of the Second Schedule to the Building Regulations.

I/We solemnly declare to agree to inspection of the works/building by the Building Control Authority in carrying out its functions under the Act.

I/We solemnly declare to abide by any conditions, including conditions to carry out additional work considered appropriate by the Building Control Authority necessary to enable the Authority to issue a Regularisation Certificate.

I/We accept that where the conditions attached to the Regularisation Certificate are not fully complied with to the satisfaction of the Building Control Authority within a period of 4 months from the date of issue of the Regularisation Certificate, the Certificate shall not have effect.

**Signed:** \_\_\_\_\_

**Date:** \_\_\_\_\_

\*\*\*\*\*

**Signed in the presence of Commissioner of Oaths**

**Applicant Name:** \_\_\_\_\_

**Applicant Address:**

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

**Date:** \_\_\_\_\_

**Signature Commissioner of Oaths:** \_\_\_\_\_

**Warning: It is an offence for a person to knowingly or recklessly make a Statutory Declaration that is false or misleading in a material respect**

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