



**LABC**

**Building Regularisation  
Certificate Application Form (England)**

The Building Act 1984, The Building Safety Act 2022, The Building Regulations 2010 (as amended).

Please make payments online at [https://www.civicaepay.co.uk/Sefton/Webpay\\_Public/Webpay/Default.aspx?fund=28](https://www.civicaepay.co.uk/Sefton/Webpay_Public/Webpay/Default.aspx?fund=28) or call 0345 140 0845 (option 8)

**Sefton Council**

**Planning Services**

Magdalen House Trinity Road, Bootle L20 3NJ  
Email: [planning.department@sefton.gov.uk](mailto:planning.department@sefton.gov.uk)

Website: <http://www.sefton.gov.uk/planning-building-control/building-control>

**1**

**Applicant details**

Name

Address (inc. postcode)

Phone

Email

**2**

**Location of site to which the building work relates (including postcode)**

**3**

**Unauthorised works**

Description of the unauthorised work

Estimated cost of works:

**4**

**Declaration**

This application is made in relation to the building work etc., as described above. It is submitted in accordance with [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](#).