Infrastructure, Housing and Environment Building Control

PO Box 228, Jersey, JE4 9SS Tel: +44 (0)1534 445508

www.gov.je





Building Bye-Laws (Jersey)

Application for Certificate of Regularisation

Please read the general guidance notes on the back of this form before answering all the questions. One copy must be completed using block capitals.

Failure to fully complete this form could result in delays.

Has building permission been sought in respect of this property before? If yes, please state previous permit number				Yes No	
2. Does the proposal involve the material change of use of a building for the purpose of the Building Bye-Laws?					Yes No
3. Has planning permission been obtained in respect of the Planning and Building (Jersey) Law 2002? If yes, please state previous permit number. (See note (a)).					Yes No
4. If yes, have the drawings submitted with this Bye-law application changed in any way from the approved planning drawings? If yes, a revised planning application should be made. (See applicant declaration).					
5. Date works commenced:		6. Date works completed:			
6. Address of land or property, including field number if relevant:					
				Postcode	
7. Applicant name and addres	ss: (See note (e))				t contact details:
	(2)		Tel:		
			Email:		
	Postcode:				
8. Owner name and address:	(If different from 6. a	bove)		Owner co	ontact details:
			Tel: Email:		
			Liliali.		
	Postcode:				
9. Agent name and address:			Tal.	Agent co	ntact details:
			Tel: Email:		
	Postcode:				
40 December of the const		wtolcon-			
10. Description of the work that has been undertaken:					

l2. What is the cເ	ırrent use of the buildi	ng(s)?		
3 Does the prop	perty have a water sup	nly provided by bore	hole or well?	Yes No
	f the plans, drawings a			163110
Drawing no.	No. of copies		escription of drawing	I
5. Fee calculator		Nemakanas	F	Tarat
Category	Category item	Number of	Fee per item	Total
			Total fees due	£
Please indicate ho	ow you would like to ma	ke payment :	Cheque	Debit card*
Debit card payme	ents can be made by co	mpleting a separate fo	orm coded: CCNPT	
			Cheque number	
			Cheque value	£
^hacklist _ Plaze	se check that you have	nrovided the follow	ing information:	
	nal application form fully	-	ing information.	
	es of the current 1:2500		oo sito outlined in red	
<u> </u>				
3 1 copy	of survey drawings sho	owing the work as unde	ertaken	
require	of plans, details, specif ements in the second so te for building application	hedule to the building	-	•
5. Fee ca	alculator section filled ou	it to show how fee has	been calculated.	
6. Chequ	e enclosed and cheque	number completed or	aradit aard farm aamn	lated and analoged

Declaration

Important information:

Before signing this form please read the following consent information carefully. It explains how your information will be used and provides a brief description of your rights under Jersey's Data Protection Law. For further information on how the Department of the Environment handles personal data please visit www.gov.je/howweuseyourinfo

Consent of all parties named in this application

I declare that this application is made with my authority. I am aware that it's an offence to submit false or misleading information with an application.

I am aware and agree to the information supplied on this form, together with any other accompanying information, being used for the purpose(s) of assessing this application for a building permit as required under the Building Bye-laws (Jersey) 2007.

I am aware and agree that the information supplied on this form, together with any other accompanying information:

- may be disclosed to other States departments and relevant authorities so that you can consult with them about the suitability of this application
- may be made accessible to members of the public so that they may comment on this application
- may be published in the local media and on the States of Jersey website as the information forms part of the register of building applications which is required by law to be made available

I further understand that as a public authority, you are subject to the provisions of the Freedom of Information (Jersey) Law 2011. Under this Law you may be required to disclose information you hold, including the contents of this form and any other information I provide to you, unless the information is protected from disclosure by an exemption under the Law or any other enactment, including the Data Protection (Jersey) Law 2018

Your right to withdraw consent:

You have the right to withdraw your consent to the further processing of your information. However, this may cause delays or prevent us delivering a service to you or cause you to be in breach of other legal requirements.

If you would like to exercise this right please contact us on 445508

Applicant Name:	Signature:	Date:
Applicant Name:	Signature:	Date:
Owner Name:	Signature:	Date:
Owner Name:	Signature:	Date:
Agent Name:	Signature:	Date:

Guidance notes

- (a) This form is only to be used for the purpose of obtaining a regularisation certificate in respect of works undertaken without a building permit as required by the Building Bye-Laws (Jersey). Planning permission may also be required for which a separate application should be made.
- (b) This form should be completed and submitted with one copy of plans and details showing the work as carried out, together with one copy of plans and details showing any additional work that is required to secure compliance with all relevant requirements in the second schedule to the building bye-laws.
- (c) Every application must include 1 copy of a location map, which must be an authorised copy of the c 1:2500 scale ordinance scale map of the island. The application site must be outlined in red. For domestic applications the site should be the house and its garden. Any adjacent land in the same ownership should be outlined in blue. Photocopies of and/or versions of old maps will not be accepted, and all maps must have a valid copyright stamp or state a copyright licence agreement number.
- (d) The Applicant is the person or persons for whom the work is to be carried out.
- (e) Floor area means the aggregate of the areas of all floors in the building, or extended part, and Is measured to the inner surfaces of the main enclosing walls.
- (f) Charges for applications; all applications must be accompanied by the appropriate fee. The fees payable for applications are set out in the department's fee schedule which can be downloaded from the States of Jersey website, www.gov.je, or collected from the department. Details of how the fee has been calculated must be shown on this form in the space provided. Cheques should be made payable to the 'Treasurer of the States'.

For office use only.

Screened by	Fee check	red by	
Further payment required?	Yes No Am	nount £	
Refund due?	Yes No Am	nount £	
Return application?	Yes No		
Reasons	1 2 3 4 5	6 7 8	9 10 11 12
Fee incorrect Inac	dequate plans Insufficie	nt plans	Incomplete form
Fire Service	Yes No	East	West
TTS (Drainage)	Yes No	Allocate to	